

Regular School Board Meeting
Wednesday, May 17, 2023, 6:30 PM
Middle School Theater
9302 Schofield Ave.
Weston, WI 54476



– A G E N D A –

Upon request to the Executive Assistant to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

This meeting is a meeting of the School Board in public for the purpose of conducting the School District's business and is not be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.

The live stream may be found at:

Join link:

<https://dce.webex.com/dce/j.php?MTID=m339406fc6974cf0b1e989399ac4c89e4>

Webinar number:

2482 774 1176

Webinar password:

BoardMay2023 (26273620 from phones and video systems)

Join by phone

+1-415-655-0003 United States Toll

Access code: 248 277 41176

Meetings are recorded and will be available a day or two after the meeting
at: <https://www.youtube.com/channel/UCrYDZCV5lwlInSHhWl0od8g/videos>.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Public Comment

VI. Consent Agenda

A. Approval of Minutes

B. Recommended Employment/Resignations/Contract Adjustments

1. May 2023 Employment Report

5

2. Summer Learning Teaching Staff

10

C. Treasurer's Report - General/Other Fund Bills

11

D. Balance Sheet

41

E. Budget Transfers

50

F. Grant Application(s)/Budget(s) Approval

1. Grant Request for Transition Readiness

74

2. Grant Application for "Stop the Bleed" Program

86

G. Fundraising Requests

1. Senior High FBLA Request

D.C. Everest Area School District, 1699 Schofield Ave., Suite 300, Schofield, WI 54476 ~ (715) 359-422188

D.C. Everest, in partnership with the community, is committed to being an innovative educational leader
in developing knowledgeable, productive, caring, creative, responsible individuals
prepared to meet the challenges of an ever-changing global society.

H. Gift/Bequests	
I. Bus Accident Report	
VII. Reports/Considerations	
A. Student Representative	
B. WASB Legislative Network Member	
C. CESA #9 Representative	
D. Superintendent District Update	
1. Board Discussion of Admin Open House	
2. Rita A. Kasten Board Room Dedication	
3. Joint Finance Hearing Update	
VIII. Unfinished Business	
A. Mission Moment - D.C. Everest Foundation	
1. D.C. Everest Foundation	89
IX. New Business	
A. Board Election of Officers	
B. Board Discuss and Choose Monthly Meeting Date/Time	
C. Board Appoints CESA #9 and WASB Representatives.	
D. Resolution Authorizing the Transfer of funds, the Establishment of an Escrow Account with Respect to and the Defeasance of Certain of the General Obligation School Building and Improvement Bonds, Series 2018, Dates July 2, 2018	97
E. Line of Credit Resolution	102
F. Facsimile Resolution	105
G. 2023-2024 Meal Prices	107
H. Approval of New Summer Learning Courses	108
I. Approval of Senior High Dance Trip	109
J. Approval of Junior High Advanced Placement (AP) Trip to Washington, D.C. and Philadelphia in February 2024	110
K. First Reading of Policies	
1. First Reading for Name/Location Changes	
a. po0115 Address	111
b. po1422 Nondiscrimination and Equal Employment Opportunity	112
c. po1623 Section 504-ADA Prohibition Against Disability Discrimination in Employment	118
d. po1662 Employee Anti-Harassment	123
e. po2260 Nondiscrimination and Access to Equal Educational Opportunity	133
f. po2260.01 Section 504-ADA Prohibition Against Discrimination Based on Disability	140
g. po2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities	148
h. po3122 Nondiscrimination and Equal Employment Opportunity	160
i. po3123 Section 504-ADA Prohibition Against Disability Discrimination in Employment	166
j. po3362 Employee Anti-Harassment	171
k. po4122 Nondiscrimination and Equal Employment Opportunity	182
l. po4123 Section 504-ADA Prohibition Against Disability Discrimination in Employment	188
m. po4362 Employee Anti-Harassment	193
2. First Reading of Policy Content Changes	
a. po0100 Definitions	

D.C. Everest Area School District, 1699 Schofield Ave., Suite 300, Schofield, WI 54476 ~ (715) 359-422104

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b. po0175 Association Memberships	209
c. po1630.01 Family & Medical Leave of Absence ("FMLA")	210
d. po2210 Curriculum Development	218
e. po2220 Adoption of Courses of Study	221
f. po2221 Special Observance Days	223
g. po2430 District-Sponsored Clubs and Activities	225
h. po3131 Reduction in Staff	227
i. po3215 Use of Tobacco and Nicotine by Professional Staff	229
j. po3425 Benefits	231
k. po3430.01 Family & Medical Leave of Absence ("FMLA")	232
l. po4131 Reduction in Staff	240
m. po4215 Use of Tobacco and Nicotine by Support Staff	242
n. po4425 Benefits	244
o. po4430.01 Family & Medical Leave of Absence ("FMLA")	245
p. po5200 Attendance	253
q. po5330 Administration of Medication/Emergency Care	258
r. po5340 Student Accidents/Illness/Concussion	261
s. po5410 Promotion, Placement, and Retention	263
t. po5512 Use of Tobacco and Nicotine by Students	265
u. po5517 Student Anti-Harassment	267
v. po5771 Search and Seizure	278
w. po7434 Use of Tobacco and Nicotine on School Premises	280
x. po7440 Facility Security	282
y. po7540 Technology	284
z. po7544 Use of Social Media	286
aa. po8305 Information Security	289
bb. po8405 Environmental Health and Safety Program	
cc. po8420.01 Epidemics and Pandemics	291
dd. po8450 Control of Casual Contact Communicable Diseases	293
ee. po8600 Transportation	295
ff. po8800 Religious Activities and Observances	297
gg. po8802 Patriotic Activities and Observances	299
X. Petitions and Communications	
A. Thank You from J. Herron	300
B. Thank You from K. Resch	301
C. Thank You from R. Sabey	302
D. Thank you from P. Schield - Retirement	303
E. Thank You from D. Amsrud for Recognition	304
F. Thank You from Marla Day for Recognition	305
XI. Future Meeting Dates	
A. Senior High Graduation	
May 24, 2023, at 7:00 p.m.	
Stiehm Stadium	
1000 Machmueller St.	
Weston, WI 54476	

B. If the Board keeps the same schedule (See Item IX.B.):

Regular Meeting

D.C. Everest Area School District, 1699 Schofield Ave., Suite 300, Schofield, WI 54476 ~ (715) 359-4221

D.C. Everest, in partnership with the community, is committed to being an innovative educational leader
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June 21, 2023, at 6:30 p.m.
D.C. Everest Middle School Theater
9302 Schofield Ave.
Weston, WI 54476

Regular Meeting
July 19, 2023, at 6:30 p.m.
D.C. Everest Middle School Theater
9302 Schofield Ave.
Weston, WI 54476

Regular Meeting
August 16, 2023, at 6:30 p.m.
D.C. Everest Middle School Theater
9302 Schofield Ave.
Weston, WI 54476

XII. The Board will consider adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(e) Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public funds, or Conducting Other specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session (Teacher Contract Negotiations) W.S.S. 19.85(1)(f) Considering Financial, Medial, Social, or Personal Histories or Disciplinary Data of Specific Personnel Problems or the Investigation of Charges Against Specific Persons Except Where Par. (b) Applies Which, If Discussed in Public, Would be Likely to Have a Substantial Adverse Effect Upon the Reputation of Any Person Referred to In Such Histories or Data, or Involved in Such Problems or Investigations. (Student Incident)

XIII. The Board May Return to Open Session to Take Action on Items from Closed Session

XIV. **Adjourn**



Date: 5/17/2023

Employment Report

Recommended Employment			
Certified Staff			
Name	Position/Building	FTE	Start
Rachel Koss	EC/4K Principal	1.0	July 1, 2023
Jack Stoskopf	Interim Assistant Superintendent of Operations	Per Contract	July 7, 2023
Rebecca Blaubach	Family & Consumer Education Teacher/SH	1.0	August 15, 2023
Cristin Czerwonka	School Social Worker/TBD	1.0	August 15, 2023
Nicole Goff	Science Teacher/SH	1.0	August 15, 2023
Michelle Grutzik	Social Studies Teacher/MS	1.0	August 15, 2023
Michelle Krohn	Grade 1 Teacher/RO	1.0	August 15, 2023
Derek Micke	Dean of Students/JH	1.0	August 15, 2023
Taylor Theis	Math Interventionist/MS & Math Teacher/JH	1.0	August 15, 2023
Ian Zeinert	Math Teacher/JH & SH	1.0	August 15, 2023
Brianne Gould	SPED Teacher/WE	1.0	August 15, 2023
Olivia Ziebell	English Teacher/SH	1.0	August 15, 2023
Phillip Sturm	SPED Teacher/SH	1.0	August 15, 2023
Lauren Bullis	Physical Education Teacher/MS	0.6	August 15, 2023
Support Staff			
Name	Position/Building	FTE	Start
Miranda Garrison	Chef/MS	0.72	May 15, 2023
Linda Barber	Member Services/GFH	0.38	May 22, 2023
Michael Lind	Network Administrator/District	1.00	May 22, 2023
Kristen Spiegel Berg	Family Engagement Coordinator/District	0.35	August 22, 2023
Students			
Name	Position/Building	FTE	Start
Seasonal Staff			
Name	Position/Building	Start	End
Adalyn Lehman	Student Services Intern/District	May 15, 2023	August 18, 2023
Lillian Betry	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Alison Cook	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Carly Czerwinski	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Samantha Kislow	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Marci Kodl	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023

Nicholas Latendresse	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Morgan Mattern	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Elizabeth Noland	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Ramsey Ostrowski	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Ella Wegner	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Grace Wilkins	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Tonya Brost	Summer Technology Staff/District	June 5, 2023	August 21, 2023
Tammy Fischer	Summer Technology Staff/District	June 5, 2023	August 21, 2023
Jackson Graff	Summer Technology Staff/District	June 5, 2023	August 21, 2023
Rebecca Miller	Summer Technology Staff/District	June 5, 2023	August 21, 2023
Substitutes			
Name	Position/Building	FTE	Start
Candice Sillars	Substitute Assistant/District	N/A	April 26, 2023
Samantha Gengler	Guest Teacher and Substitute Assistant/District	N/A	May 10, 2023
Summer Learning			
Name	Position	Start	End
End of Employment			
All Staff			
Name	Position/Building	Reason	Effective Date
Jamie Weiland	Adventure Care/GFH	Resignation	April 21, 2023
Michael Rivers Jr	Substitute Assistant/District	Did Not Start	April 21, 2023
Ka Thao	English Learner Assistant/WE	Termination	April 28, 2023
Shelley Miller	SWD Assistant/JH	Resignation	May 11, 2023
Nevaeh VanBeek	Operations Intern	Resignation	May 22, 2023
Amy Vanderwyst	Grade 1 Teacher/EV	Resignation	June 2, 2023
Courtney Lenzner	SWD Assistant/JH	Resignation	June 2, 2023
Gary Soczka	Custodian Class II/MB	Retirement	June 2, 2023
Joseph Xiong	Server/WE	Resignation	June 2, 2023
Joshua Schuch	SPED Teacher/RO	Resignation	June 2, 2023
Nicole Gresbach	Cook II/WE	Resignation	June 2, 2023
Robert Sparacino	SWD Assistant/SH	Resignation	June 2, 2023
Jennifer Cole	Kitchen Coordinator/MS	Resignation	June 2, 2023
Debra Kaminski	Accounts Payable Clerk/ADM	Retirement	June 30, 2023
Adjustments			
Certified Staff			
Name	Position From	Position To	Effective Date

Rachael Kostka	SPED Program Support Teacher/District	SPED Teacher/MB	August 22, 2023
Melissa Low	Grade 4 Teacher/RO	Student Support Teacher/MB	August 22, 2023
Sarah Nye	SPED Teacher/MB	SPED Teacher/MS	August 22, 2023
Amanda Thoma	Grade 5 Teacher/MB	Student Support Teacher/EV	August 22, 2023
Kathryn Wochinski	Kindergarten Teacher/WE	Student Support Teacher/RO	August 22, 2023
Courtney Neumann	Grade 4 Teacher/EV	Grade 1 Teacher/EV	August 22, 2023
Jamie Betry	Health Teacher/MS	Health Teacher/SH	August 22, 2023

Support Staff

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Eric Montag	Custodian Class II/JH	Lead Custodian/JH	May 8, 2023
Wayne Haugen	Lead Custodian	Custodian Class II/JH	May 8, 2023
Michael Burazin	Housekeeper/MB	Custodian Class III/MB	June 1, 2023
Kristel Marquardt	Secretary to Elementary Principal/EV .88 FTE	Administrative Assistant to Elementary Principal/EV 1.0 FTE	July 1, 2023
Jocelyn Barwick	Secretary to Elementary Principal/MB .88 FTE	Administrative Assistant to Elementary Principal/MB 1.0 FTE	July 1, 2023
Jessica Krautkramer	Secretary to Elementary Principal/RI .88 FTE	Administrative Assistant to Elementary Principal/RI 1.0 FTE	July 1, 2023
Alex Sinkula	Secretary to Elementary Principal/WE .88 FTE	Administrative Assistant to Elementary Principal/WE 1.0 FTE	July 1, 2023
Laurie Cook	Secretary to Elementary Principal/RO .88 FTE	Administrative Assistant to Elementary Principal/RO 1.0 FTE	July 1, 2023
KiyAnn Platta	Secretary to Elementary Principal .88 FTE	Administrative Assistant to Elementary Principal 1.0 FTE	July 1, 2023
Nichelle Bolen	Athletic Secretary/SH .88 FTE	Athletic Secretary/SH 1.0 FTE	July 1, 2023
Pamela Knowles	Payroll Specialist	Senior Payroll Specialist	July 1, 2023

Title Changes

<i>Former Title</i>	<i>Revised Title</i>	<i>Effective Date</i>
Secretary to Curriculum & Learning Department	Administrative Assistant to Curriculum & Learning Department	July 1, 2023
Secretary to Director of Student Services	Administrative Assistant to Director of Special Education	July 1, 2023
Secretary to Director of Technology	Administrative Assistant to Director of Technology	July 1, 2023
Student Services & SPED Secretary	Administrative Assistant to Director of Student Services	July 1, 2023
Secretary/Idea & ODY	Administrative Assistant to Idea & Odyssey	July 1, 2023

Secretary to Junior High Principal	Administrative Assistant to Junior High Principal	July 1, 2023
Secretary to Middle School Principal	Administrative Assistant to Middle School Principal	July 1, 2023
Secretary to Senior High Principal	Administrative Assistant to Senior High Principal	July 1, 2023
Cook II	Cook	July 1, 2023
Cook II/Housekeeper	Cook/Housekeeper	July 1, 2023
Class I Custodian	Custodian or Lead Custodian	July 1, 2023
Class II Custodian	Custodian or Lead Custodian	July 1, 2023
Class III Custodian	Lead Housekeeper	July 1, 2023
Housekeeper	Housekeeper or Lead Housekeeper	July 1, 2023
Class I/Driver	School Nutrition Driver	July 1, 2023
Class II/Driver	Driver	July 1, 2023
Class I/Groundskeeper	Groundskeeper	July 1, 2023
District Maintenance	Maintenance	July 1, 2023
SWD Assistant	Special Education Assistant	July 1, 2023

DCE Junior High School				
Name	Position	Begin	End	%
BAILEY, JOANNA	Track 6-8 - Assistant Coach	5/1/23	5/18/23	1.00
CARUNGI, TAMI	Track 6-8 - Assistant Coach	3/27/23	5/26/23	4.00
KURTENBACH, KYLE	Track 6-8 - Assistant Coach	3/28/23	5/31/23	5.00
SEIBEL, JENNI	Track 6-8 - Assistant Coach	3/14/23	5/31/23	5.00
DCE Senior High School				
Name	Position	Begin	End	%
LANGBEHN, JORDYN	Girls Soccer - Assistant Coach	3/27/23	6/17/23	2.00
LANGBEHN, LAUREN	Girls Soccer - Assistant Coach	3/27/23	6/17/23	2.00

Summer Learning Teachers for Summer 2023

Weston

Jodie Robbins
Roxanne Brecke
Amanda Weller
Haley Hadler
Katelin Wolfe
Molly Stenger
Callie Thomsen-Stevens
Elly Schultz
Victoria Reuter
Kimberley Schurter
Nicole Williams
Robyn Budai
Elizabeth Strehlow
Rebekah Mootz
Aaron Riemer
Morgen Severt
Suzanne Franck
Kristin Jirik
Tristan Knoblock
Maria Plaza
Ann Heinzen
Brenda Neitzel
Berkley Corvino
Claire Nadiminti
Joshua Nielsen

Rothschild

Terri Roth-Eckes
Kimberly Day
Loralie Kachel
Erika Wilde
Korrin Traska
Sarah Schulz
Brittany Jensen
Wendy Torgerson
Joshua Schuch
Makayla Cywinski
Lindsey Mesalk
Nicole Paulson
Melissa Murphy
Bryce Befort
Matt Raymond

Rothschild continued:

Kayleigh Beaudou
Tyler Schultz
Katherine Dilbeck
Melissa Low
Jill Baregi
Kaylee Zinser
Cynthia Miller
Deb Rieck

Junior High

Jessie Anderson
Scott Atkinson
Erik Beitzel
Ashley Hodell
Ben Hoenisch
Jaymi Hughes
Josh Jensen
Alexia Kirschling
Chris Kolton
Todd McDonald
Kristi Patterson-Hawk
Hunter Rochester
Rebecca Searing
Corinthia Soukup
Amy Stachovak
Jacob Stingl
Barb Strahota
Jace Stuebs
Todd Tretter
Wendy Vesper
Lisa Wistrom
Heather Zahringer

Senior High

Nicole Anderson
Glenn Olstad
Maria Prust
Rachel Lintereur
Kaitlyn Roskopf
Allisha Blanchette

D.C. EVEREST AREA SCHOOL DISTRICT
6300 ALDERSON STREET, WESTON, WI 54476

TREASURER'S REPORT

MAY 9, 2023

CASH BALANCE AS OF APRIL 11, 2023	(\$127,666.36)	
INVESTMENT ACCOUNT TRANSFERS		\$4,069,353.41
RECEIPTS CR#32960 - CR#33121	\$6,255,007.40	
CHECKS FOR APPROVAL #233207 - #233400 ACH: # 222302866-222303158		\$2,148,774.26
<u>VOIDS:</u> Checks 233226, 233212, 233270, 233207, 233310	\$40,944.91	
CASH BALANCE AS OF MAY 9, 2023		(\$49,841.72)
	\$6,168,285.95	\$6,168,285.95

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233207	ANTIGO HIGH SCHOOL	EF04202023	4/14/2023	90.00
233208	CEDARBURG HIGH SCHOOL	EF04222023	4/14/2023	250.00
233209	CENTRAL WI CONVENTION & EXPO CENTER	CWCECAPTest	4/14/2023	300.00
233210	JULIA COOK / KIDBETTER BOOKS	23-0874	4/14/2023	4,784.00
233211	LAMERS BUS LINES, INC.	34611	4/14/2023	671.18
233212	OREGON HIGH SCHOOL	EF04212023	4/14/2023	125.00
233213	WAUPUN AREA JUNIOR/SENIOR HIGH SCHOOL	EF04212023	4/14/2023	225.00
233214	WAUSAU EARLY BIRD ROTARY	2711	4/14/2023	160.00
233215	WAUSAU WEST HIGH SCHOOL	EF04132023	4/14/2023	100.00
233215	WAUSAU WEST HIGH SCHOOL	EF04152023	4/14/2023	40.00
233216	WI PUBLIC SERVICE	4529275769	4/14/2023	109,304.68
233216	WI PUBLIC SERVICE	RO GAS MAR2023	4/14/2023	733.09
233216	WI PUBLIC SERVICE	JH GAS MAR2023	4/14/2023	1,223.90
233216	WI PUBLIC SERVICE	GHF GAS MAR2023	4/14/2023	1,070.09
233216	WI PUBLIC SERVICE	MS GAS MAR2023	4/14/2023	1,179.33
233216	WI PUBLIC SERVICE	SH GAS MAR2023	4/14/2023	1,525.61
233216	WI PUBLIC SERVICE	MBAY GAS MAR2023	4/14/2023	649.18
233217	ASPIREDU, INC.	16106	4/14/2023	5,280.00
233218	BOELTER COMPANIES, THE	98082191	4/14/2023	3,826.24
233219	BUELOW VETTER BUIKEMA OLSON & VLIET, LLC	10	4/14/2023	6,405.00
233220	CHARTER COMMUNICATIONS, INC.	1842040323	4/14/2023	2,052.78
233221	COLLINS, HEATHER	MAR2023 MILEAGE	4/14/2023	71.26
233222	DC EVEREST SENIOR HIGH SCHOOL	4112023	4/14/2023	7,981.67
233223	DC EVEREST SENIOR HIGH SCHOOL	MERITFUNDSBAA	4/14/2023	29.92
233224	DECKER EQUIPMENT INC-SCHOOL FIX	524959A	4/14/2023	120.74
233225	DEFINING POINT CONSULTING, LLC.	41423	4/14/2023	800.00
233226	DIRECT ENERGY BUSINESS	HS33570247	4/14/2023	38,822.97
233227	DISTRICT 5 FORENSICS	1514360043	4/14/2023	65.00
233228	EMERGENCY MEDICAL PRODUCTS	2541802	4/14/2023	8.52
233228	EMERGENCY MEDICAL PRODUCTS	2539840	4/14/2023	236.34
233229	FEDEX, INC.	8-097-42154	4/14/2023	54.82
233230	GORDON FOOD SERVICE INC	226495248	4/14/2023	53.07
233230	GORDON FOOD SERVICE INC	226495256	4/14/2023	129.85
233230	GORDON FOOD SERVICE INC	226495250	4/14/2023	10.82
233230	GORDON FOOD SERVICE INC	226495249	4/14/2023	414.99
233230	GORDON FOOD SERVICE INC	226495264	4/14/2023	5.59
233230	GORDON FOOD SERVICE INC	226495258	4/14/2023	287.67
233230	GORDON FOOD SERVICE INC	226495255	4/14/2023	398.89
233230	GORDON FOOD SERVICE INC	226495263	4/14/2023	302.65
233230	GORDON FOOD SERVICE INC	225261434	4/14/2023	176.70
233230	GORDON FOOD SERVICE INC	226553681	4/14/2023	69.71
233230	GORDON FOOD SERVICE INC	226553680	4/14/2023	134.06
233230	GORDON FOOD SERVICE INC	226553689	4/14/2023	231.55
233230	GORDON FOOD SERVICE INC	226553693	4/14/2023	436.02
233230	GORDON FOOD SERVICE INC	226553682	4/14/2023	362.85
233230	GORDON FOOD SERVICE INC	226413432	4/14/2023	1,727.98
233230	GORDON FOOD SERVICE INC	226495259	4/14/2023	760.28
233230	GORDON FOOD SERVICE INC	226495251	4/14/2023	791.65
233230	GORDON FOOD SERVICE INC	226495267	4/14/2023	1,460.25

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233230	GORDON FOOD SERVICE INC	226495252	4/14/2023	1,194.18
233230	GORDON FOOD SERVICE INC	226495266	4/14/2023	609.22
233230	GORDON FOOD SERVICE INC	226495260	4/14/2023	858.76
233230	GORDON FOOD SERVICE INC	226495261	4/14/2023	2,851.76
233230	GORDON FOOD SERVICE INC	226495253	4/14/2023	1,362.48
233230	GORDON FOOD SERVICE INC	226495247	4/14/2023	1,166.65
233230	GORDON FOOD SERVICE INC	226495265	4/14/2023	1,172.86
233230	GORDON FOOD SERVICE INC	226495254	4/14/2023	548.35
233230	GORDON FOOD SERVICE INC	226580101	4/14/2023	922.20
233230	GORDON FOOD SERVICE INC	226553692	4/14/2023	1,785.43
233230	GORDON FOOD SERVICE INC	226553687	4/14/2023	1,076.88
233230	GORDON FOOD SERVICE INC	226553679	4/14/2023	963.70
233230	GORDON FOOD SERVICE INC	226553694	4/14/2023	4,639.59
233230	GORDON FOOD SERVICE INC	226553688	4/14/2023	1,508.33
233230	GORDON FOOD SERVICE INC	226553685	4/14/2023	634.10
233230	GORDON FOOD SERVICE INC	226553686	4/14/2023	699.12
233230	GORDON FOOD SERVICE INC	226553696	4/14/2023	865.98
233230	GORDON FOOD SERVICE INC		4/14/2023	-
233231	GRAPHICS PLUS, INC.	23799	4/14/2023	566.14
233232	HOGENTOGLER & CO INC.	0302712-IN	4/14/2023	386.90
233233	IMAGINE LEARNING, LLC.	929574	4/14/2023	3,024.78
233234	INSECT LORE, INC.	INV1892729	4/14/2023	31.99
233235	LAMERS BUS LINES, INC.	34848	4/14/2023	204.58
233235	LAMERS BUS LINES, INC.	34850	4/14/2023	225.07
233235	LAMERS BUS LINES, INC.	34851	4/14/2023	399.19
233235	LAMERS BUS LINES, INC.	34852	4/14/2023	213.21
233235	LAMERS BUS LINES, INC.	34853	4/14/2023	534.96
233235	LAMERS BUS LINES, INC.	34843	4/14/2023	52.21
233236	MARATHON CO. HEALTH DEPT	JJS2023	4/14/2023	2,418.00
233237	MS GRAPHICS, LLC	2014-5072	4/14/2023	1,035.00
233238	NATL SCHOOL PUBLIC RELATIONS ASSOC	10356	4/14/2023	295.00
233238	NATL SCHOOL PUBLIC RELATIONS ASSOC	10357	4/14/2023	190.00
233239	ONESTREAM NETWORKS	1042182	4/14/2023	707.47
233240	PARRFECTION PRODUCE, LLC	8182	4/14/2023	2,320.08
233241	PARTS TOWN, LLC.	32493651	4/14/2023	431.50
233242	RETTLER CORPORATION	23054	4/14/2023	50,000.00
233243	ROBERT W. MONK GARDENS, INC.	42823	4/14/2023	100.00
233244	ROTHSCHILD WATERWORKS	DEC-MAR2023	4/14/2023	2,138.25
233245	SALT SOFTWARE, LLC	SS3516	4/14/2023	34.50
233246	SOUNDWORKS SYSTEMS, INC.	118873	4/14/2023	958.58
233247	STAPLES ADVANTAGE	3534053877	4/14/2023	99.99
233247	STAPLES ADVANTAGE	3533987713	4/14/2023	16.33
233247	STAPLES ADVANTAGE	3534962198	4/14/2023	54.32
233248	SYSCO FOOD SERVICES OF BARABOO	318840507	4/14/2023	1,025.95
233249	TEPE, MOLLY	54858	4/14/2023	61.40
233250	THE FLOWER TROUGH, LLC	1234	4/14/2023	124.50
233251	UMS PRINT SOLUTIONS, LLC	34802 ID2437	4/14/2023	3,590.13
233252	WILSON LANGUAGE TRAINING	INV10676	4/14/2023	345.60
233253	WORDEN ENTERPRISES	INV-APR.2023	4/14/2023	16,836.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233254	DIRECT ENERGY BUSINESS	HS33570247	4/14/2023	28,456.47
233255	BETHLEHEM COMM-RO.,INC.	BETH-4K-MAR2023	4/19/2023	5,092.00
233256	ST JOHN LUTHERAN SCHOOL	STJO-4K-MAR2023	4/19/2023	2,948.00
233257	AMHERST HIGH SCHOOL	EF04252023	4/21/2023	275.00
233258	BRICKNER'S OF ANTIGO	1	4/21/2023	5,000.00
233259	CENTER STAGE BAND & SHOW CHOIR INC	Robyn Tanger	4/21/2023	100.00
233260	DC EVEREST SENIOR HIGH SCHOOL	23.4.14	4/21/2023	20.00
233261	DUNKIN DONUTS	DunkinDonuts 4-23	4/21/2023	90.00
233262	EMBASSY SUITES BY HILTON DENVER	RJQKHZPS	4/21/2023	1,013.97
233263	FOXFIRE GOLF CLUB AT PAR 4 RESORT	EF04212023	4/21/2023	90.00
233264	HER MOUA, WILLIAM	William Her Moua	4/21/2023	100.00
233265	HMONG AMERICAN CENTER	Hmong Am Ctr	4/21/2023	100.00
233266	LAMERS BUS LINES, INC.	34948	4/21/2023	1,605.04
233267	LAMERS BUS LINES, INC.	35052	4/21/2023	599.90
233268	LOR, PAKOU	Golden Family	4/21/2023	200.00
233269	MORTCHEE'S CARRYOUT & CATERING	366256	4/21/2023	420.00
233270	OVERDRIVE INC	CD0258423117955	4/21/2023	266.25
233270	OVERDRIVE INC	DLT	4/21/2023	75.58
233270	OVERDRIVE INC	DETI	4/21/2023	1,093.30
233271	POLITO'S PIZZA-ROTHSCHILD	667909	4/21/2023	216.00
233272	STEVENS PT AREA HS SPASH	EF04282023	4/21/2023	165.00
233273	VANG, MOLLY	Molly Vang Dance	4/21/2023	200.00
233274	WI DECA	DECAICDC'23	4/21/2023	2,850.00
233275	XIONG, ALLISON	Allison Xiong	4/21/2023	50.00
233276	XIONG, CHUE	Riki's Dance Group	4/21/2023	300.00
233277	XIONG, FAI HER	Fai Her Xiong	4/21/2023	100.00
233278	XIONG, TONGER	Tonger Xiong	4/21/2023	100.00
233279	A & A LOCK SERVICE	APR.07.2023	4/21/2023	273.50
233280	ADERHOLDT, RONALD	4142023	4/21/2023	1,410.00
233281	ALL AMERICAN TAXI	6729	4/21/2023	224.00
233282	APG MEDIA OF WI-REGIONAL	EC11012938-0323	4/21/2023	585.00
233283	APRIL THOMPSON LICENSED SIGN LANG. INT. NIC	41123	4/21/2023	110.00
233284	BACKGROUND INVESTIGATION BUREAU, LLC	INV-24783	4/21/2023	14.00
233284	BACKGROUND INVESTIGATION BUREAU, LLC	INV-23804	4/21/2023	427.70
233284	BACKGROUND INVESTIGATION BUREAU, LLC	INV-23805	4/21/2023	180.95
233285	BENCHMARK EDUCATION CO	486575	4/21/2023	2,843.50
233286	BLICK ART MATERIALS	29198814	4/21/2023	678.97
233286	BLICK ART MATERIALS	592340	4/21/2023	2,181.78
233287	BRICKHOUSE SCHOOL SERVICES	NHSCords'23	4/21/2023	668.01
233288	BUELOW VETTER BUIKEMA OLSON & VLIET, LLC	111	4/21/2023	2,967.50
233289	CRYSTAL TRAINING INSTITUTE	10052	4/21/2023	316.50
233290	FEDEX, INC.	8-104-58349	4/21/2023	15.30
233291	FRONEK, AMY	APR2023 ITEM	4/21/2023	272.98
233292	GIA PUBLICATIONS INC	1206074	4/21/2023	35.20
233293	GORDON FOOD SERVICE INC	225400049	4/21/2023	37.63
233293	GORDON FOOD SERVICE INC	226826999	4/21/2023	28.41
233293	GORDON FOOD SERVICE INC	4952798	4/21/2023	180.91
233293	GORDON FOOD SERVICE INC	Gordon Multiple	4/21/2023	755.63
233293	GORDON FOOD SERVICE INC	226666267	4/21/2023	69.36

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233293	GORDON FOOD SERVICE INC	226666271	4/21/2023	220.11
233293	GORDON FOOD SERVICE INC	226666275	4/21/2023	398.12
233293	GORDON FOOD SERVICE INC	226666279	4/21/2023	439.57
233293	GORDON FOOD SERVICE INC	226666277	4/21/2023	43.66
233293	GORDON FOOD SERVICE INC	226666280	4/21/2023	86.58
233293	GORDON FOOD SERVICE INC	226724980	4/21/2023	397.53
233293	GORDON FOOD SERVICE INC	226724974	4/21/2023	431.36
233293	GORDON FOOD SERVICE INC	226724982	4/21/2023	139.65
233293	GORDON FOOD SERVICE INC	226836896	4/21/2023	72.62
233293	GORDON FOOD SERVICE INC	226836906	4/21/2023	240.52
233293	GORDON FOOD SERVICE INC	226836913	4/21/2023	51.94
233293	GORDON FOOD SERVICE INC	226836918	4/21/2023	100.55
233293	GORDON FOOD SERVICE INC	226836908	4/21/2023	238.69
233293	GORDON FOOD SERVICE INC	226936900	4/21/2023	51.30
233293	GORDON FOOD SERVICE INC	226836894	4/21/2023	285.63
233293	GORDON FOOD SERVICE INC	226836902	4/21/2023	14.51
233293	GORDON FOOD SERVICE INC	226836904	4/21/2023	377.10
233293	GORDON FOOD SERVICE INC	226836919	4/21/2023	120.79
233293	GORDON FOOD SERVICE INC	226836917	4/21/2023	395.49
233293	GORDON FOOD SERVICE INC	226836921	4/21/2023	470.49
233293	GORDON FOOD SERVICE INC	226836915	4/21/2023	96.68
233293	GORDON FOOD SERVICE INC	226666278	4/21/2023	3,207.09
233293	GORDON FOOD SERVICE INC	226666273	4/21/2023	1,488.63
233293	GORDON FOOD SERVICE INC	226666268	4/21/2023	679.70
233293	GORDON FOOD SERVICE INC	226666276	4/21/2023	1,500.57
233293	GORDON FOOD SERVICE INC	226724969	4/21/2023	852.46
233293	GORDON FOOD SERVICE INC	226724963	4/21/2023	5,254.21
233293	GORDON FOOD SERVICE INC	226724978	4/21/2023	2,029.75
233293	GORDON FOOD SERVICE INC	226836899	4/21/2023	1,211.59
233293	GORDON FOOD SERVICE INC	226836905	4/21/2023	1,134.12
233293	GORDON FOOD SERVICE INC	226836914	4/21/2023	825.85
233293	GORDON FOOD SERVICE INC	226836898	4/21/2023	723.84
233293	GORDON FOOD SERVICE INC	226836903	4/21/2023	2,173.57
233293	GORDON FOOD SERVICE INC	226836901	4/21/2023	1,066.05
233293	GORDON FOOD SERVICE INC		4/21/2023	-
233294	GREINER, JOHN	7257	4/21/2023	186.00
233295	HEISER, HEATHER	HEISER41223	4/21/2023	288.00
233296	HOARDS DAIRYMAN	2	4/21/2023	19.95
233297	HOME INSULATION CO, INC	47487	4/21/2023	241.00
233298	ILLUMINATE EDUCATION, INC.	INVIE0100064	4/21/2023	495.00
233299	KARL, JOSHUA	53664	4/21/2023	30.30
233300	LAMERS BUS LINES, INC.	34206	4/21/2023	372.86
233300	LAMERS BUS LINES, INC.	34847	4/21/2023	114.81
233300	LAMERS BUS LINES, INC.	34842	4/21/2023	167.33
233300	LAMERS BUS LINES, INC.	34841	4/21/2023	153.18
233300	LAMERS BUS LINES, INC.	34995	4/21/2023	114.48
233300	LAMERS BUS LINES, INC.	34996	4/21/2023	98.33
233300	LAMERS BUS LINES, INC.	35001	4/21/2023	88.82
233300	LAMERS BUS LINES, INC.	34849	4/21/2023	62.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233300	LAMERS BUS LINES, INC.	34999	4/21/2023	114.48
233300	LAMERS BUS LINES, INC.	34998	4/21/2023	110.14
233300	LAMERS BUS LINES, INC.	35005	4/21/2023	287.09
233300	LAMERS BUS LINES, INC.	35002	4/21/2023	296.79
233300	LAMERS BUS LINES, INC.	35006	4/21/2023	285.45
233300	LAMERS BUS LINES, INC.	35003	4/21/2023	508.60
233300	LAMERS BUS LINES, INC.		4/21/2023	-
233301	MARA CTY HEALTH DEPARTMENT	INV04234	4/21/2023	14.00
233302	MARSHFIELD PARKS & RECREATION	R16821	4/21/2023	100.00
233303	MCFEELY'S	59502	4/21/2023	99.64
233304	MCHS OCCUPATIONAL HEALTH	3764-5605	4/21/2023	1,715.20
233305	MOSINEE HOCKEY CLUB, INC	226	4/21/2023	1,575.00
233306	MS GRAPHICS, LLC	2014-5094	4/21/2023	810.00
233307	NABCO ENTRANCES, INC.	90142506	4/21/2023	331.00
233308	PATTY'S MUSIC	105	4/21/2023	175.64
233308	PATTY'S MUSIC	109	4/21/2023	141.00
233308	PATTY'S MUSIC	104	4/21/2023	1,230.50
233309	RIBBONS GALORE, INC.	192463	4/21/2023	896.01
233310	ROCKLER WOODWORKING AND HDWR	S100105019	4/21/2023	471.81
233311	SOMERVILLE ARCHITECTS	38629	4/21/2023	533.75
233312	STAPLES ADVANTAGE	3535450489	4/21/2023	260.58
233313	STARR COMMONWEALTH	SC-48687	4/21/2023	750.00
233313	STARR COMMONWEALTH	SC-49781	4/21/2023	399.00
233313	STARR COMMONWEALTH	SC-49784	4/21/2023	399.00
233313	STARR COMMONWEALTH	SC-49794	4/21/2023	399.00
233313	STARR COMMONWEALTH	SC-50976	4/21/2023	399.00
233314	STEVENS POINT SCHOOL DISTRICT	860-23-05-004	4/21/2023	250.00
233315	TAYLOR ENTERPRISES OF WISCONSIN	84730A-IN	4/21/2023	1,888.94
233316	THE CERAMIC SHOP	29651	4/21/2023	1,740.00
233317	U.S. WATER, LLC.	163817	4/21/2023	169.00
233318	VILLAGE OF HATLEY	JAN-MAR2023	4/21/2023	352.57
233319	WALSWORTH PUBLISHING CO INC	3-07388-0	4/21/2023	8,750.00
233320	WAUSAU EARLY BIRD ROTARY	2695	4/21/2023	195.00
233321	WESTERN HORSEMAN	22md16	4/21/2023	15.00
233322	MARK HARRING STANDING CHAPTER 13 TRUSTEE	04212023A	4/21/2023	441.96
233323	UNITED WAY OF MARATHON CNTY	20230421ADUWAY	4/21/2023	693.27
233324	JULIA COOK / KIDBETTER BOOKS	23-3467	4/24/2023	660.00
233325	BAY PORT HIGH SCHOOL	EF050523	4/28/2023	250.00
233326	BURISH, BENJAMIN	5	4/28/2023	320.00
233327	EMILY, JACOBSON	NA	4/28/2023	500.00
233328	LAMERS BUS LINES, INC.	35335	4/28/2023	645.88
233329	POLITO'S PIZZA-ROTHSCHILD	Order 669469	4/28/2023	600.00
233330	STEVENS PT AREA HS SPASH	EF05052023	4/28/2023	125.00
233331	UW EAU CLAIRE	EF05052023	4/28/2023	115.00
233332	WEST ALLIS-WEST MILWAUKEE SCH DIST	EF04282023	4/28/2023	60.00
233333	WI DECA	01122109-2	4/28/2023	1,625.00
233334	WI PUBLIC SERVICE	4553258578	4/28/2023	2,303.09
233335	WI RAPIDS LINCOLN HS	EF05052023	4/28/2023	200.00
233336	A & A LOCK SERVICE	APR.20.2023	4/28/2023	52.50

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233337	ADVANCED FITNESS SERVICE	1685	4/28/2023	648.32
233337	ADVANCED FITNESS SERVICE	1687	4/28/2023	165.61
233338	AGROWTEK, INC.	7897	4/28/2023	4,498.84
233339	BENNETT HARDWOODS INC	17615	4/28/2023	886.50
233339	BENNETT HARDWOODS INC	17868	4/28/2023	587.88
233340	BOELTER COMPANIES, THE	98085661	4/28/2023	2,992.16
233340	BOELTER COMPANIES, THE	98085662	4/28/2023	56.08
233341	CENTRAL WI QUALITY MACHINING, LLC	3393	4/28/2023	360.60
233342	FLINN SCIENTIFIC CO	2858589	4/28/2023	174.64
233343	GORDON FOOD SERVICE INC	226388005	4/28/2023	271.74
233343	GORDON FOOD SERVICE INC	226894802	4/28/2023	28.07
233343	GORDON FOOD SERVICE INC	226894803	4/28/2023	372.35
233343	GORDON FOOD SERVICE INC	226894811	4/28/2023	113.93
233343	GORDON FOOD SERVICE INC	226894794	4/28/2023	22.74
233343	GORDON FOOD SERVICE INC	226894801	4/28/2023	61.16
233343	GORDON FOOD SERVICE INC	226894800	4/28/2023	66.86
233343	GORDON FOOD SERVICE INC	226724977	4/28/2023	189.66
233343	GORDON FOOD SERVICE INC	226724981	4/28/2023	373.53
233343	GORDON FOOD SERVICE INC	226724973	4/28/2023	98.10
233343	GORDON FOOD SERVICE INC	226724975	4/28/2023	274.22
233343	GORDON FOOD SERVICE INC	226666266	4/28/2023	351.95
233343	GORDON FOOD SERVICE INC	226553690	4/28/2023	368.72
233343	GORDON FOOD SERVICE INC	226836895	4/28/2023	60.85
233343	GORDON FOOD SERVICE INC	226836916	4/28/2023	5.67
233343	GORDON FOOD SERVICE INC	226836910	4/28/2023	16.76
233343	GORDON FOOD SERVICE INC	17839848	4/28/2023	(44.01)
233343	GORDON FOOD SERVICE INC	978317	4/28/2023	(163.92)
233343	GORDON FOOD SERVICE INC	17889471	4/28/2023	(21.60)
233343	GORDON FOOD SERVICE INC	226894807	4/28/2023	826.68
233343	GORDON FOOD SERVICE INC	226894804	4/28/2023	1,425.82
233343	GORDON FOOD SERVICE INC	226894808	4/28/2023	932.68
233343	GORDON FOOD SERVICE INC	226894813	4/28/2023	785.04
233343	GORDON FOOD SERVICE INC	226894797	4/28/2023	1,012.08
233343	GORDON FOOD SERVICE INC	226894810	4/28/2023	772.15
233343	GORDON FOOD SERVICE INC	226894812	4/28/2023	1,418.93
233343	GORDON FOOD SERVICE INC	226894806	4/28/2023	1,510.68
233343	GORDON FOOD SERVICE INC	226894809	4/28/2023	7,746.96
233343	GORDON FOOD SERVICE INC	226894795	4/28/2023	767.14
233343	GORDON FOOD SERVICE INC	226894970	4/28/2023	758.34
233343	GORDON FOOD SERVICE INC	226724976	4/28/2023	946.31
233343	GORDON FOOD SERVICE INC	226724979	4/28/2023	2,751.31
233343	GORDON FOOD SERVICE INC	226724965	4/28/2023	984.24
233343	GORDON FOOD SERVICE INC	226724967	4/28/2023	762.84
233343	GORDON FOOD SERVICE INC	226724971	4/28/2023	1,800.70
233343	GORDON FOOD SERVICE INC	226666270	4/28/2023	1,703.87
233343	GORDON FOOD SERVICE INC	226666265	4/28/2023	5,025.89
233343	GORDON FOOD SERVICE INC	226666274	4/28/2023	1,520.53
233343	GORDON FOOD SERVICE INC	226553695	4/28/2023	1,930.88
233343	GORDON FOOD SERVICE INC	226836909	4/28/2023	751.51

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233343	GORDON FOOD SERVICE INC	226836911	4/28/2023	788.50
233343	GORDON FOOD SERVICE INC	226836907	4/28/2023	3,278.24
233343	GORDON FOOD SERVICE INC		4/28/2023	-
233344	GREEN VALLEY SEPTIC LLC	16875	4/28/2023	330.00
233345	HOWIES HOCKEY, INC.	INV000171289	4/28/2023	201.79
233346	KEMPA-BOB KAY, VP MEMBERSHIP	24.4.23	4/28/2023	60.00
233347	LAKESHORE PHOTOGRAPHY, INC.	MB EI-2023-1	4/28/2023	1,009.00
233348	LAMERS BUS LINES, INC.	35405	4/28/2023	54.12
233348	LAMERS BUS LINES, INC.	35406	4/28/2023	754.04
233348	LAMERS BUS LINES, INC.	35407	4/28/2023	839.34
233348	LAMERS BUS LINES, INC.	35404	4/28/2023	205.56
233348	LAMERS BUS LINES, INC.	35403- JRH	4/28/2023	244.72
233348	LAMERS BUS LINES, INC.	35563 - JRH	4/28/2023	52.21
233348	LAMERS BUS LINES, INC.	35564 - MS	4/28/2023	99.87
233348	LAMERS BUS LINES, INC.	35564 - JRH	4/28/2023	99.88
233348	LAMERS BUS LINES, INC.	35565 - JRH	4/28/2023	165.19
233348	LAMERS BUS LINES, INC.	35389	4/28/2023	253.04
233348	LAMERS BUS LINES, INC.	35390	4/28/2023	240.10
233348	LAMERS BUS LINES, INC.	35391	4/28/2023	280.17
233348	LAMERS BUS LINES, INC.	35394	4/28/2023	134.78
233348	LAMERS BUS LINES, INC.	35395	4/28/2023	135.04
233348	LAMERS BUS LINES, INC.	35396	4/28/2023	64.08
233348	LAMERS BUS LINES, INC.	35398	4/28/2023	148.12
233348	LAMERS BUS LINES, INC.	35567	4/28/2023	316.14
233348	LAMERS BUS LINES, INC.	35570	4/28/2023	285.81
233348	LAMERS BUS LINES, INC.	35572	4/28/2023	353.53
233348	LAMERS BUS LINES, INC.	35573	4/28/2023	466.42
233348	LAMERS BUS LINES, INC.	35246	4/28/2023	288,818.43
233348	LAMERS BUS LINES, INC.	35392	4/28/2023	500.21
233348	LAMERS BUS LINES, INC.	35397	4/28/2023	581.10
233348	LAMERS BUS LINES, INC.		4/28/2023	-
233348	LAMERS BUS LINES, INC.		4/28/2023	-
233349	LOCKSMITH SHOPPE	15465	4/28/2023	48.00
233350	LONDERVILLE ENTERPRISES	7012590	4/28/2023	187.73
233351	MALBRIT MECHANICAL INC	185154	4/28/2023	303.00
233352	MARSHFIELD HIGH SCHOOL	FEE-51823	4/28/2023	150.00
233352	MARSHFIELD HIGH SCHOOL	FEE-51823-2	4/28/2023	150.00
233353	ON POINT CATERING	8611	4/28/2023	100.75
233354	OTIS ELEVATOR CO	1.00401E+11	4/28/2023	1,634.28
233355	OZO EDU, INC.	INV53800	4/28/2023	2,990.00
233355	OZO EDU, INC.	INV53803	4/28/2023	2,990.00
233356	PJ JACOBS JUNIOR HIGH SCHOOL	FEE-42423	4/28/2023	100.00
233357	SCHOLASTIC INC.	M7303642	4/28/2023	109.89
233358	STAPLES ADVANTAGE	3535790455	4/28/2023	44.83
233358	STAPLES ADVANTAGE	3535871293	4/28/2023	834.46
233358	STAPLES ADVANTAGE	3536079714	4/28/2023	32.09
233358	STAPLES ADVANTAGE	3536079715	4/28/2023	23.65
233358	STAPLES ADVANTAGE	3536244682	4/28/2023	36.79
233359	SYSO FOOD SERVICES OF BARABOO	318877966	4/28/2023	1,273.30

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233360	WAUSAU WEST PLANETARIUM	4.25.23	4/28/2023	96.00
233361	HMONG EGGROLL	HMN Eggroll 4-2023	5/5/2023	400.00
233362	LAMERS BUS LINES, INC.	35698	5/5/2023	833.00
233363	LAMERS BUS LINES, INC.	35701	5/5/2023	435.52
233364	PHO ZONE	1	5/5/2023	172.80
233365	PINE VALLEY GOLF COURSE, INC.	EF04282023	5/5/2023	60.00
233366	SCHANZE, ASHLEY	ARP2023 ITEM	5/5/2023	11.25
233367	WAUSAU WEST HIGH SCHOOL	EF05092023	5/5/2023	300.00
233368	WI PUBLIC SERVICE	4559426621	5/5/2023	1,509.78
233369	ALLIANT UTILITIES/WP&L	Apr-23	5/5/2023	1,416.86
233370	BETHLEHEM COMM-RO.,INC.	BETH-4K-APR2023	5/5/2023	5,092.00
233371	BOELTER COMPANIES, THE	98090442	5/5/2023	1,081.54
233372	EAI EDUCATION	INV1255595	5/5/2023	1,259.16
233373	EVERGREEN ELEMENTARY	IMAGINE - EVERGREEN	5/5/2023	250.00
233374	FEDEX, INC.	8-119-35235	5/5/2023	37.21
233375	HATLEY ELEMENTARY	IMAGINE - HATLEY	5/5/2023	250.00
233376	K12 MANAGEMENT INC. DBA FUELED	INV-40689	5/5/2023	1,999.00
233377	KESSENICH'S	INV#21280259	5/5/2023	523.68
233378	KIELPINSKI, KELLY	APR2023 MILEAGE	5/5/2023	187.99
233379	KMOSENA, STEVEN	REF04282023	5/5/2023	65.00
233380	KYLES CONSULTING LLC	1500	5/5/2023	1,550.00
233381	LAMERS BUS LINES, INC.	35388	5/5/2023	102.75
233381	LAMERS BUS LINES, INC.	35568	5/5/2023	122.36
233381	LAMERS BUS LINES, INC.	35399	5/5/2023	135.22
233381	LAMERS BUS LINES, INC.	35400	5/5/2023	135.22
233381	LAMERS BUS LINES, INC.	34207	5/5/2023	66.31
233382	LONDERVILLE ENTERPRISES	4012947	5/5/2023	99.00
233383	MARA CTY HEALTH DEPARTMENT	INV04298	5/5/2023	14.00
233384	MOUNTAIN BAY ELEMENTARY	IMAGINE - MOUNT BAY	5/5/2023	250.00
233385	PLANK ROAD PUBLISHING INC	23-032954	5/5/2023	28.05
233386	RIVERSIDE ELEMENTARY	IMAGINE - RIVERSIDE	5/5/2023	250.00
233387	ROTHSCHILD ELEMENTARY	IMAGINE - ROTHSCHILD	5/5/2023	250.00
233388	SITEONE LANDSCAPE SUPPLY, LLC	128575519-001	5/5/2023	8,618.98
233389	SOMERVILLE ARCHITECTS	38628	5/5/2023	610.50
233389	SOMERVILLE ARCHITECTS	38644	5/5/2023	555.00
233389	SOMERVILLE ARCHITECTS	38502	5/5/2023	222.00
233390	ST JOHN LUTHERAN SCHOOL	STJO-4K-APR2023	5/5/2023	2,948.00
233391	STERLING WATER INC	342X11107904	5/5/2023	79.95
233391	STERLING WATER INC	342X11059600	5/5/2023	1,920.05
233392	TEUKE, MICHAEL	WOR04282023	5/5/2023	55.00
233393	TFD SUPPLIES	TFD54982	5/5/2023	27.50
233394	THE MINT CAFE, INC	04242023d	5/5/2023	1,947.27
233395	U.S. WATER, LLC.	162833	5/5/2023	169.00
233395	U.S. WATER, LLC.	164383	5/5/2023	1,200.00
233396	VILLAGE OF WESTON	JAN-APR2023 4772-00	5/5/2023	12.50
233396	VILLAGE OF WESTON	JAN-APR2023 692-00	5/5/2023	3,978.53
233396	VILLAGE OF WESTON	JAN-APR2023 3036-00	5/5/2023	801.87
233397	WESTON ELEMENTARY	IMAGINE - WESTON	5/5/2023	250.00
233398	WI DEPT OF NATURAL RESOURCE	WU101567	5/5/2023	125.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233399	MARK HARRING STANDING CHAPTER 13 TRUSTEE	05052023A	5/5/2023	441.96
233400	UNITED WAY OF MARATHON CNTY	20230505ADUWAY	5/5/2023	693.27
222302866	1ST PLACE TROPHY & ENGRAVING	4563	4/14/2023	539.50
222302867	AMAZON CAPITAL SERVICES	1XKH-PWKX-GQH6	4/14/2023	268.46
222302867	AMAZON CAPITAL SERVICES	1PQ4-QFT4-RRX6	4/14/2023	127.87
222302867	AMAZON CAPITAL SERVICES	1XJL-FCJ7-6PD6	4/14/2023	15.52
222302867	AMAZON CAPITAL SERVICES	19G1-JDG9-6TG4	4/14/2023	21.54
222302867	AMAZON CAPITAL SERVICES	14D9-69PD-F9WF	4/14/2023	209.43
222302867	AMAZON CAPITAL SERVICES	1FKY-TX34-F6QQ	4/14/2023	240.66
222302867	AMAZON CAPITAL SERVICES	1XVP-DXLP-FP6V	4/14/2023	157.90
222302867	AMAZON CAPITAL SERVICES	1XJL-FCJ7-FYPN	4/14/2023	384.94
222302867	AMAZON CAPITAL SERVICES	1G4R-K6CH-FRJD	4/14/2023	51.77
222302867	AMAZON CAPITAL SERVICES	1VWG-C9XQ-4QNL	4/14/2023	18.58
222302867	AMAZON CAPITAL SERVICES	1967-34J6-DWPF	4/14/2023	38.63
222302867	AMAZON CAPITAL SERVICES	1HK9-DTC7-4WL6	4/14/2023	194.94
222302867	AMAZON CAPITAL SERVICES	1TNX-LDCK-6DMV	4/14/2023	97.81
222302867	AMAZON CAPITAL SERVICES	1NNT-DNNG-XQDC	4/14/2023	232.76
222302867	AMAZON CAPITAL SERVICES	1YQK-NL61-49GW	4/14/2023	101.94
222302867	AMAZON CAPITAL SERVICES	1J3X-R6MT-94GN	4/14/2023	249.33
222302867	AMAZON CAPITAL SERVICES	1PVR-6YX-6XHT	4/14/2023	2,112.12
222302867	AMAZON CAPITAL SERVICES	1P6J-16GW-7VKP	4/14/2023	110.26
222302867	AMAZON CAPITAL SERVICES	1J3X-R6MT-HQFP	4/14/2023	80.85
222302867	AMAZON CAPITAL SERVICES	1Q71-DQ7R-G4XW	4/14/2023	394.96
222302867	AMAZON CAPITAL SERVICES	17G7-P4DG-HJVK	4/14/2023	188.90
222302867	AMAZON CAPITAL SERVICES	149Y-6PWT-J7X4	4/14/2023	52.65
222302867	AMAZON CAPITAL SERVICES	1LRY-CQ9Y-1J3V	4/14/2023	73.94
222302867	AMAZON CAPITAL SERVICES	17G7-P4DG-LLCF	4/14/2023	47.45
222302867	AMAZON CAPITAL SERVICES		4/14/2023	-
222302867	AMAZON CAPITAL SERVICES		4/14/2023	-
222302868	ARAMARK UNIFORM SERVICES, INC	MAR2023 CUST	4/14/2023	1,779.84
222302869	ATKINSON, SCOTT	APR2023 ITEMa	4/14/2023	29.98
222302870	AUSPRUNG, ANGELA	MAR2023 MILEAGE	4/14/2023	129.17
222302871	BAIER, TERESE	MAR2023 MILEAGE	4/14/2023	138.21
222302872	BOOM CHAKRA LAKRA	BOOMCHAKRA4423	4/14/2023	14.50
222302873	BOUFFLEUR, BETH	MAR2023 MILEAGE	4/14/2023	43.69
222302874	BRANDT, JEREMY	MAR2023 ITEM	4/14/2023	74.59
222302875	CARRICO AQUATIC RESOURCES, INC	20231608	4/14/2023	493.42
222302876	CENTRAL PROGRAMS INC	PINV137576	4/14/2023	1,781.61
222302877	CEPRESS, MATTHEW	MAR2023 ITEM	4/14/2023	60.00
222302878	CLARK, JENNIFER	MAR2023 ITEM	4/14/2023	129.60
222302879	EAGLE GRAPHICS AND PROMOTIONS, LLC	254005	4/14/2023	306.61
222302880	FIRST SUPPLY LLC	142406-00	4/14/2023	14.77
222302881	FOLLETT CONTENT SOLUTIONS, LLC.	655162	4/14/2023	80.82
222302882	FORE-FRONT MECHANICAL, INC.	9521	4/14/2023	238.00
222302883	GLYNN, JOHN	MAR2023 ITEM	4/14/2023	12.18
222302883	GLYNN, JOHN	MAR2023 MILEAGE	4/14/2023	70.74
222302884	GRAF, MORGAN	MAR2023 MILEAGE	4/14/2023	39.50
222302885	GRAINGER INC, WW	9653897620	4/14/2023	89.36
222302885	GRAINGER INC, WW	9654511220	4/14/2023	19.08

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222302885	GRAINGER INC, WW	9656952000	4/14/2023	910.36
222302885	GRAINGER INC, WW	9664587335	4/14/2023	552.68
222302885	GRAINGER INC, WW	9664306777	4/14/2023	24.03
222302885	GRAINGER INC, WW	9664265163	4/14/2023	168.70
222302886	HEBEIN, HALEY	MAR2023 MILEAGE	4/14/2023	198.92
222302887	HEGNA, AMBRIA	MAR2023 MILEAGE	4/14/2023	8.91
222302888	HEID MUSIC COMPANY, INC.-APPLETON	3285284	4/14/2023	148.50
222302888	HEID MUSIC COMPANY, INC.-APPLETON	3285379	4/14/2023	2.29
222302888	HEID MUSIC COMPANY, INC.-APPLETON	3296262	4/14/2023	12.74
222302888	HEID MUSIC COMPANY, INC.-APPLETON	3293604	4/14/2023	37.77
222302888	HEID MUSIC COMPANY, INC.-APPLETON	3289461	4/14/2023	31.96
222302888	HEID MUSIC COMPANY, INC.-APPLETON	3289482	4/14/2023	54.00
222302889	HELLER, CHRISTOPHER	MAR2023 MILEAGE	4/14/2023	82.40
222302890	HOBART SALES AND SERVICE INC	ZB94270	4/14/2023	85.50
222302891	HOFFMAN, AARON	MAR2023 MILEAGE	4/14/2023	45.46
222302892	HOSTVEDT, JAMES	MAR2023 MILEAGE	4/14/2023	67.40
222302893	J.W. PEPPER & SON	365183005	4/14/2023	65.00
222302893	J.W. PEPPER & SON	365185757	4/14/2023	242.00
222302893	J.W. PEPPER & SON	365221483	4/14/2023	12.00
222302894	JABLONSKI, JASON	MAR2023 MILEAGE	4/14/2023	134.93
222302895	JENSEN, JOSHUA	MAR2023 MILEAGE	4/14/2023	59.02
222302896	KLOTH, MARIA	MAR2023 MILEAGE	4/14/2023	3.34
222302897	KOSTKA, RACHAEL	MAR2023 MILEAGE	4/14/2023	78.99
222302898	KWIK TRIP INC	00054784 MAR2023	4/14/2023	2,939.42
222302899	LAW OFFICE OF ZACHARY MEINEN	MEDIATION AGREEMENT	4/14/2023	35,000.00
222302900	LINDELL, JEFF	MAR2023 MILEAGE	4/14/2023	84.43
222302901	LOW, ANDREW	JAN2023 MILEAGE	4/14/2023	113.45
222302901	LOW, ANDREW	MAR2023 MILEAGE	4/14/2023	49.90
222302902	LOW, MELISSA	1	4/14/2023	106.84
222302903	M3 INSURANCE SOLU INC	91039	4/14/2023	1,308.00
222302904	MARATHON PEST CONTROL	50749	4/14/2023	31.00
222302904	MARATHON PEST CONTROL	50758	4/14/2023	31.00
222302905	MINNIHAN, JOHN	APR2023 ITEM	4/14/2023	76.90
222302906	MIRROR IMAGE SUPERVISION SERVICES LLC	Mar-23	4/14/2023	559.40
222302907	MOOTZ, REBEKAH	MAR2023 MILEAGE	4/14/2023	21.35
222302908	MULTI-HEALTH SYSTEMS INC	ORD-298832-Z8P2F2	4/14/2023	175.00
222302909	NASSCO INC - CUSTODIAL	6279555	4/14/2023	2,065.20
222302909	NASSCO INC - CUSTODIAL	6280086	4/14/2023	141.75
222302909	NASSCO INC - CUSTODIAL	6280651	4/14/2023	59.57
222302909	NASSCO INC - CUSTODIAL	6281291	4/14/2023	2,653.66
222302909	NASSCO INC - CUSTODIAL	6281290	4/14/2023	625.52
222302909	NASSCO INC - CUSTODIAL		4/14/2023	-
222302910	NYE, CASEY	MAR2023 MILEAGE	4/14/2023	58.95
222302911	OFFICE ENTERPRISES INC	531009	4/14/2023	375.00
222302911	OFFICE ENTERPRISES INC	531010	4/14/2023	375.00
222302912	PERFORMANCE FOODSERVICE	125013	4/14/2023	479.70
222302912	PERFORMANCE FOODSERVICE	122829	4/14/2023	723.52
222302912	PERFORMANCE FOODSERVICE	127110	4/14/2023	3,599.82
222302913	QUADIANT FINANCE USA, INC.	Mar-23	4/14/2023	1,000.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222302914	RITGER, MIRANDA	APR2023 CONF	4/14/2023	76.20
222302915	ROBBINS, KYLE	MAR2023 MILEAGE	4/14/2023	33.21
222302916	SCHULZ, SARAH	MAR2023 MILEAGE	4/14/2023	18.34
222302917	SHULFER, KATIE	MAR2023 MILEAGE	4/14/2023	123.47
222302918	SPIEGEL, TINA	MAR2023 MILEAGE	4/14/2023	17.29
222302919	STREHLOW, VICTORIA	MAR2023 CONF	4/14/2023	72.73
222302920	TEAM SPORTING GOODS INC	AAG025384	4/14/2023	723.00
222302920	TEAM SPORTING GOODS INC	AAF022872	4/14/2023	(168.00)
222302920	TEAM SPORTING GOODS INC	AAD012774	4/14/2023	225.00
222302920	TEAM SPORTING GOODS INC	AAD012775	4/14/2023	1,745.00
222302920	TEAM SPORTING GOODS INC	AAD012769	4/14/2023	734.00
222302920	TEAM SPORTING GOODS INC	AAD012771	4/14/2023	840.00
222302920	TEAM SPORTING GOODS INC	AAD012772	4/14/2023	800.00
222302921	THAO, PANYIA	MAR2023 MILEAGE	4/14/2023	27.51
222302922	THAO, YER	MAR2023 MILEAGE	4/14/2023	26.20
222302923	TREANKLER, STEVEN	MAR2023 ITEM	4/14/2023	309.78
222302924	ULRICH, JOSHUA	MAR2023 MILEAGE	4/14/2023	104.15
222302925	VIKING ELECTRIC SUPPLY	S006813291.001	4/14/2023	19.89
222302925	VIKING ELECTRIC SUPPLY	S006793074.003	4/14/2023	(39.42)
222302925	VIKING ELECTRIC SUPPLY	S006817671.001	4/14/2023	65.68
222302925	VIKING ELECTRIC SUPPLY	S006814543.001	4/14/2023	1,480.00
222302926	WALTERS, JOCELYN	APR2023 ITEM	4/14/2023	52.84
222302927	WASILCZUK, MIKE	APR2023 ITEM	4/14/2023	102.85
222302928	WENDORF, MICHAEL	MAR2023 ITEMa	4/14/2023	19.99
222302929	WM CORPORATE SERVICES, INC	5509076-0414-8	4/14/2023	153.97
222302929	WM CORPORATE SERVICES, INC	5509017-0414-2	4/14/2023	275.65
222302929	WM CORPORATE SERVICES, INC	5509324-0414-2	4/14/2023	375.33
222302929	WM CORPORATE SERVICES, INC	5509335-0414-8	4/14/2023	289.02
222302929	WM CORPORATE SERVICES, INC	5509497-0414-6	4/14/2023	359.67
222302929	WM CORPORATE SERVICES, INC	5509237-0414-6	4/14/2023	324.67
222302929	WM CORPORATE SERVICES, INC	5508968-0414-7	4/14/2023	756.01
222302929	WM CORPORATE SERVICES, INC	5508966-0414-1	4/14/2023	158.85
222302929	WM CORPORATE SERVICES, INC	5509448-0414-9	4/14/2023	152.47
222302929	WM CORPORATE SERVICES, INC	5508967-0414-9	4/14/2023	167.85
222302929	WM CORPORATE SERVICES, INC		4/14/2023	-
222302930	WORKSITE MONEY COACH	DCE23-02	4/14/2023	267.16
222302930	WORKSITE MONEY COACH	DCE23-03	4/14/2023	118.88
222302930	WORKSITE MONEY COACH	DCE23-04	4/14/2023	752.39
222302931	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-MAR2023	4/19/2023	26,800.00
222302932	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-MAR2023	4/19/2023	9,380.00
222302933	KINDERCARE LEARNING CTR, INC.	KIND-4K-MAR2023	4/19/2023	8,040.00
222302934	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-MAR2023	4/19/2023	5,896.00
222302935	MOUNT OLIVE 4K PROGRAM	MTOL-4K-MAR2023	4/19/2023	8,040.00
222302936	NEWMAN CATHOLIC-ST MARK	STMA-4K-MAR2023	4/19/2023	5,628.00
222302937	NEWMAN CATHOLIC-ST THERESE	STTH-4K-MAR2023	4/19/2023	9,380.00
222302938	WAUSAU CHILD CARE-CEDAR CR, INC.	WACC-4K-MAR2023	4/19/2023	6,432.00
222302940	ABBIEHL, DAREN	WOR04132023	4/21/2023	80.00
222302941	ABLE DISTRIBUTING CO INC	S018905273.001	4/21/2023	168.28
222302942	ALLEN, ELMER	REF04112023	4/21/2023	60.00

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222302943	ALVIS, LEROY JR	REF041323	4/21/2023	150.00
222302944	AMAZON CAPITAL SERVICES	1YV6-Q7QR-6K4J	4/21/2023	(48.27)
222302944	AMAZON CAPITAL SERVICES	1TQH-LN69-1NYL	4/21/2023	275.31
222302944	AMAZON CAPITAL SERVICES	1R9J-QCYF-6KKM	4/21/2023	340.96
222302944	AMAZON CAPITAL SERVICES	16GP-7KKP-G7X6	4/21/2023	2,020.92
222302944	AMAZON CAPITAL SERVICES	1X7R-JH3Q-6CHL	4/21/2023	44.89
222302944	AMAZON CAPITAL SERVICES	1XCW-LQWR-GHPT	4/21/2023	926.68
222302944	AMAZON CAPITAL SERVICES	1NVP-3YMC-M9GF	4/21/2023	88.56
222302944	AMAZON CAPITAL SERVICES	117G-6XT9-46QL	4/21/2023	273.85
222302944	AMAZON CAPITAL SERVICES	1LJY-JXRP-1QPJ	4/21/2023	31.39
222302944	AMAZON CAPITAL SERVICES	17DT-PXJF-17T6	4/21/2023	77.29
222302944	AMAZON CAPITAL SERVICES	19WK-F6JW-1KJK	4/21/2023	19.99
222302944	AMAZON CAPITAL SERVICES	1CK9-YQXH-1K6T	4/21/2023	47.02
222302944	AMAZON CAPITAL SERVICES	1LMT-QVXN-1VCF	4/21/2023	109.54
222302944	AMAZON CAPITAL SERVICES	16CN-QLCR-3QKP	4/21/2023	19.98
222302944	AMAZON CAPITAL SERVICES	119M-W1LL-4W77	4/21/2023	135.46
222302944	AMAZON CAPITAL SERVICES	1KRH-TYFV-1KX4	4/21/2023	519.93
222302944	AMAZON CAPITAL SERVICES	1T1P-GHQX-46YR	4/21/2023	79.49
222302944	AMAZON CAPITAL SERVICES	14QM-3NFX-4Y3G	4/21/2023	26.98
222302944	AMAZON CAPITAL SERVICES	1T9L-KCV3-7M9W	4/21/2023	467.30
222302944	AMAZON CAPITAL SERVICES	1P9G-JT3L-7XKX	4/21/2023	168.03
222302944	AMAZON CAPITAL SERVICES	1FY3-6774-1GQ1	4/21/2023	58.05
222302944	AMAZON CAPITAL SERVICES	1TMG-99P3-36VP	4/21/2023	322.94
222302944	AMAZON CAPITAL SERVICES	1HXG-HTP6-3KVX	4/21/2023	20.48
222302944	AMAZON CAPITAL SERVICES		4/21/2023	-
222302944	AMAZON CAPITAL SERVICES		4/21/2023	-
222302945	AMERICAN WELDING & GAS INC	9224420	4/21/2023	25.35
222302946	ATKINSON, SCOTT	APR2023 ITEMb	4/21/2023	103.50
222302947	AUGUST WINTER & SONS INC	49072	4/21/2023	2,000.00
222302948	BAILEY, JOANNA	MAR2023 CONF	4/21/2023	430.00
222302949	BARTHOLF, JORDAN	BARTHOLF41223	4/21/2023	106.00
222302950	BELANGER, SCOTT	REF041423	4/21/2023	60.00
222302951	BRANTON, MICHELLE	MAR2023 MILEAGE	4/21/2023	101.33
222302952	BRECKE, ROXANNE	MAR2023 MILEAGE	4/21/2023	64.19
222302953	BUCHBERGER, LARRY	REF04112023	4/21/2023	90.00
222302954	CENTRAL PROGRAMS INC	PINV137579	4/21/2023	3,006.38
222302954	CENTRAL PROGRAMS INC	PINV13758	4/21/2023	3,117.79
222302955	CESA 9, INC.	17172	4/21/2023	4,000.00
222302956	COMPLETE OFFICE OF WISCONSIN	217028	4/21/2023	1,837.14
222302956	COMPLETE OFFICE OF WISCONSIN	212566	4/21/2023	2,445.08
222302957	CREATIVE PROD SOURCING INC	136069	4/21/2023	1,552.00
222302958	DREWEK, DAVID	REF04132023	4/21/2023	90.00
222302959	EISENMAN, LOUIS	REF04132023	4/21/2023	90.00
222302960	FIRST SUPPLY LLC	142693-00	4/21/2023	54.05
222302960	FIRST SUPPLY LLC	142562-00	4/21/2023	2,390.22
222302960	FIRST SUPPLY LLC	142073-00	4/21/2023	506.45
222302961	FOLLETT CONTENT SOLUTIONS, LLC.	632041F	4/21/2023	75.27
222302961	FOLLETT CONTENT SOLUTIONS, LLC.	636188F	4/21/2023	1,008.39
222302961	FOLLETT CONTENT SOLUTIONS, LLC.	664784	4/21/2023	1,477.41

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222302962	FRANCE PROPANE SERVICE, INC.	320924	4/21/2023	669.71
222302963	GAJEWSKI, JOHN	REF041323-2	4/21/2023	90.00
222302964	HEID MUSIC COMPANY, INC.-APPLETON	3299801	4/21/2023	481.05
222302965	HEITING, MARK	REF04112023	4/21/2023	90.00
222302965	HEITING, MARK	REF04132023	4/21/2023	60.00
222302966	HOBART SALES AND SERVICE INC	ZB94378	4/21/2023	3,219.58
222302967	IGL, MICHAEL	REF04132023	4/21/2023	100.00
222302968	JANKE, TODD	REF04112023	4/21/2023	60.00
222302968	JANKE, TODD	REF04132023	4/21/2023	65.00
222302969	JOHNSON, ANN	MAR2023 MILEAGE	4/21/2023	62.49
222302970	KENITZER, DICK	WOR04132023	4/21/2023	45.00
222302971	KOLODZIEJ, HEIDI	APR2023 ITEM	4/21/2023	59.94
222302971	KOLODZIEJ, HEIDI	APR2023 ITEMb	4/21/2023	73.22
222302971	KOLODZIEJ, HEIDI	APR2023 ITEMa	4/21/2023	58.64
222302972	KOWALKE, KATHLEEN	FEB2023 ITEM	4/21/2023	464.32
222302973	KUIVINEN, RANDY	REF04132023	4/21/2023	100.00
222302974	LAACK, STEVEN	REF04132023	4/21/2023	160.00
222302975	LEPAK, MOLLY	MAR2023 MILEAGE	4/21/2023	191.78
222302976	LICHTENWALD, ALLISON	LICHTENWALD4423	4/21/2023	71.50
222302977	LLOYD, YOLANDA	APR2023 ITEM	4/21/2023	34.13
222302978	LOR, TRUE	REF04132023	4/21/2023	160.00
222302979	LOW, ANDREW	FEB2023 MILEAGE	4/21/2023	231.07
222302980	MACIAZ, KENNETH	REF04132023	4/21/2023	60.00
222302981	MATTHIAE, ROSALIE	APR2023 ITEM	4/21/2023	115.68
222302981	MATTHIAE, ROSALIE	APR2023 ITEMa	4/21/2023	500.00
222302981	MATTHIAE, ROSALIE	APR2023 ITEMb	4/21/2023	23.97
222302982	MERZ, SARAH	MAR2023 MILEAGE	4/21/2023	112.66
222302983	MOLLING, CAROL	APR2023 ITEM	4/21/2023	24.83
222302984	MORIEN, LYNETTE	MAR2023 ITEM	4/21/2023	797.40
222302985	MOUA, TOULY	REF04132023	4/21/2023	160.00
222302986	MURPHY, MELISSA	APR2023 ITEM	4/21/2023	149.68
222302987	NASSCO INC - CUSTODIAL	6282140	4/21/2023	2,347.54
222302987	NASSCO INC - CUSTODIAL	6283862	4/21/2023	6,778.20
222302987	NASSCO INC - CUSTODIAL	6283893	4/21/2023	539.79
222302988	OLSON, JULIE	Mar-23	4/21/2023	610.08
222302989	PAGENKOPF, CHAD	APR2023 ITEM	4/21/2023	160.65
222302989	PAGENKOPF, CHAD	MAR2023 CONF	4/21/2023	242.11
222302990	PAXTON PATTERSON	413983	4/21/2023	199.42
222302991	PERFORMANCE FOODSERVICE	132416	4/21/2023	603.01
222302991	PERFORMANCE FOODSERVICE	133120	4/21/2023	1,229.22
222302992	PHALEN, LISA	5	4/21/2023	310.00
222302993	SCHOOL SPECIALTY, LLC.	3.08104E+11	4/21/2023	1,748.97
222302994	SECURIAN FINANCIAL GROUP, INC.	May-23	4/21/2023	20,386.05
222302995	SECURITY HEALTH PLAN	May-23	4/21/2023	823,815.37
222302996	SEEHAFER, DAWN	APR2023 ITEM	4/21/2023	30.00
222302997	STASHEK, JACQUELINE	MAR2023 MILEAGE	4/21/2023	56.26
222302998	TEAM SPORTING GOODS INC	AAD012536	4/21/2023	68.00
222302998	TEAM SPORTING GOODS INC	AAG026300	4/21/2023	68.00
222302998	TEAM SPORTING GOODS INC	AAG026510	4/21/2023	771.25

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222302999	TILTON SR., CHRISTOPHER	REF04132023	4/21/2023	65.00
222303000	VESPER, WENDY	APR2023 ITEM	4/21/2023	344.17
222303001	WASILCZUK, MIKE	APR2023 ITEMa	4/21/2023	110.35
222303002	WILD BLUE TECHNOLOGIES	28518-01	4/21/2023	884.00
222303003	WORKSITE MONEY COACH	DCE23-01	4/21/2023	480.81
222303003	WORKSITE MONEY COACH	DCE-23-05	4/21/2023	506.72
222303004	WSMA	32344	4/21/2023	1,043.50
222303005	YANG, XIA	MAR2023 ITEM	4/21/2023	208.00
222303006	ZIMMERMANN, JOSEPH	APR2023 ITEM	4/21/2023	187.10
222303007	ADAPTIVE MALL-BERGERON HEALTH CARE	INVA311364	4/28/2023	52.25
222303008	ALVIS, LEROY JR	REF04182023	4/28/2023	65.00
222303009	AMAZON CAPITAL SERVICES	1VPJ-GQ4F-L3QR	4/28/2023	34.71
222303009	AMAZON CAPITAL SERVICES	1G9T-JR9M-73YH	4/28/2023	104.93
222303009	AMAZON CAPITAL SERVICES	1LVP-QKXY-1T77	4/28/2023	45.54
222303009	AMAZON CAPITAL SERVICES	1D47-RFV6-6Y4D	4/28/2023	350.81
222303009	AMAZON CAPITAL SERVICES	1N9Y-9F66-7DYD	4/28/2023	157.14
222303009	AMAZON CAPITAL SERVICES	16RQ-TGK7-7D4N	4/28/2023	476.13
222303009	AMAZON CAPITAL SERVICES	1D47-RFV6-F31Y	4/28/2023	25.99
222303009	AMAZON CAPITAL SERVICES	19NT-P6TJ-FHFG	4/28/2023	19.06
222303009	AMAZON CAPITAL SERVICES	1X1V-9KPX-HGRD	4/28/2023	446.07
222303009	AMAZON CAPITAL SERVICES	1QY1-FFGH-HX74	4/28/2023	46.84
222303009	AMAZON CAPITAL SERVICES	1GYG-1DF9-HY3C	4/28/2023	95.42
222303009	AMAZON CAPITAL SERVICES	1HXG-HTP6-J9PQ	4/28/2023	11.75
222303009	AMAZON CAPITAL SERVICES	1VRN-NC1L-JL93	4/28/2023	89.44
222303009	AMAZON CAPITAL SERVICES	3012300030	4/28/2023	18.95
222303009	AMAZON CAPITAL SERVICES	1V4T-YXDQ-K14V	4/28/2023	18.69
222303009	AMAZON CAPITAL SERVICES	1L9X-M37X-KDL7	4/28/2023	13.99
222303009	AMAZON CAPITAL SERVICES	13TP-TG7W-1YC1	4/28/2023	117.85
222303009	AMAZON CAPITAL SERVICES	1VGQ-C331-16VC	4/28/2023	155.54
222303009	AMAZON CAPITAL SERVICES	1FYM-GXTC-3C44	4/28/2023	60.00
222303009	AMAZON CAPITAL SERVICES	19MY-6TN3-41Y6	4/28/2023	56.96
222303009	AMAZON CAPITAL SERVICES	11GM-X4CC-4KTP	4/28/2023	175.25
222303009	AMAZON CAPITAL SERVICES	19VQ-RLVM-4Q4Y	4/28/2023	34.97
222303009	AMAZON CAPITAL SERVICES	1MJT-M993-691G	4/28/2023	77.94
222303009	AMAZON CAPITAL SERVICES	11G7-77JF-67QJ	4/28/2023	105.56
222303009	AMAZON CAPITAL SERVICES	1M6J-LGPV-69YM	4/28/2023	84.77
222303009	AMAZON CAPITAL SERVICES	191F-1LG3-64D9	4/28/2023	104.88
222303009	AMAZON CAPITAL SERVICES	1FQK-W6QP-6FGF	4/28/2023	100.56
222303009	AMAZON CAPITAL SERVICES	1PHC-HWKX-737W	4/28/2023	(45.54)
222303009	AMAZON CAPITAL SERVICES	19HG-KHJN-77HC	4/28/2023	94.52
222303009	AMAZON CAPITAL SERVICES	1CY6-GMWD-7FKL	4/28/2023	132.29
222303009	AMAZON CAPITAL SERVICES	1RWN-36LP-7JCL	4/28/2023	38.31
222303009	AMAZON CAPITAL SERVICES	1Y7Y-M9WD-1RRY	4/28/2023	65.98
222303009	AMAZON CAPITAL SERVICES	19GM-3CT3-4JF7	4/28/2023	290.53
222303009	AMAZON CAPITAL SERVICES	1TXM-VT7D-4PG3	4/28/2023	30.15
222303009	AMAZON CAPITAL SERVICES	11HX-9F4P-67GK	4/28/2023	130.31
222303009	AMAZON CAPITAL SERVICES	1FM6-GNFG-6JPV	4/28/2023	41.96
222303009	AMAZON CAPITAL SERVICES	1RH7-TJDV-16NF	4/28/2023	146.54
222303009	AMAZON CAPITAL SERVICES	1DMR-PYDC-1HJC	4/28/2023	427.88

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222303009	AMAZON CAPITAL SERVICES	1LMM-4JKM-1W4G	4/28/2023	73.43
222303009	AMAZON CAPITAL SERVICES	17HG-QH91-4TYH	4/28/2023	13.99
222303009	AMAZON CAPITAL SERVICES	17GW-QGDJ-7G6G	4/28/2023	19.95
222303009	AMAZON CAPITAL SERVICES	1Y71-6MMG-4NC1	4/28/2023	95.66
222303009	AMAZON CAPITAL SERVICES	11GY-QXWN-FDXP	4/28/2023	85.90
222303009	AMAZON CAPITAL SERVICES	1C6H-YFF3-HK7H	4/28/2023	33.31
222303009	AMAZON CAPITAL SERVICES	1LPT-7NG1-HPPQ	4/28/2023	22.78
222303009	AMAZON CAPITAL SERVICES		4/28/2023	-
222303009	AMAZON CAPITAL SERVICES		4/28/2023	-
222303009	AMAZON CAPITAL SERVICES		4/28/2023	-
222303009	AMAZON CAPITAL SERVICES		4/28/2023	-
222303009	AMAZON CAPITAL SERVICES		4/28/2023	-
222303010	BLUE EDGE ENERGY	4313	4/28/2023	1,156.32
222303011	CARRICO AQUATIC RESOURCES, INC	20231799	4/28/2023	461.30
222303012	COUNTY MATERIALS CORP.	3884817-00	4/28/2023	485.60
222303013	DEAF AND HARD OF HEARING EDUCATIONAL	2212	4/28/2023	7,905.00
222303014	DEVINE-SCHWANTES, JODI	APR2023 ITEM	4/28/2023	62.46
222303015	FINNEGAN, JOSEPH	1	4/28/2023	100.00
222303016	FIRST SUPPLY LLC	141477-02	4/28/2023	15.34
222303016	FIRST SUPPLY LLC	142940-00	4/28/2023	29.48
222303016	FIRST SUPPLY LLC	142940-01	4/28/2023	257.66
222303017	FOLLETT CONTENT SOLUTIONS, LLC.	655165F	4/28/2023	5,930.88
222303017	FOLLETT CONTENT SOLUTIONS, LLC.	667067	4/28/2023	1,372.70
222303018	FORE-FRONT MECHANICAL, INC.	9583	4/28/2023	294.00
222303019	FOTH, ARTHUR	REF04182023	4/28/2023	100.00
222303020	GRAINGER INC, WW	9678149858	4/28/2023	8.55
222303020	GRAINGER INC, WW	9680755932	4/28/2023	456.16
222303021	GRESSER, PAMELA	APR2023 ITEM	4/28/2023	102.14
222303022	HUGILL, TODD	APR2023 ITEM	4/28/2023	43.13
222303023	J.W. PEPPER & SON	365138946	4/28/2023	69.99
222303023	J.W. PEPPER & SON	365269960	4/28/2023	51.48
222303023	J.W. PEPPER & SON	365263237	4/28/2023	70.00
222303023	J.W. PEPPER & SON	365267421	4/28/2023	50.99
222303024	KAMPMANN, KEVIN	APR2023 ITEM	4/28/2023	105.50
222303025	KENITZER, DICK	WOR04182023	4/28/2023	45.00
222303026	KOLODZIEJ, HEIDI	APR2023 ITEMc	4/28/2023	7.45
222303027	MADISON NATL LIFE INS CO	May-23	4/28/2023	17,766.94
222303028	NASSCO INC - CUSTODIAL	6284626	4/28/2023	268.21
222303028	NASSCO INC - CUSTODIAL	6286422	4/28/2023	474.55
222303028	NASSCO INC - CUSTODIAL	6286142	4/28/2023	494.30
222303029	NORTHWAY COMMUNICATIONS INC	117548	4/28/2023	104.25
222303030	OVERDRIVE INC	02584CO23050815	4/28/2023	16.19
222303030	OVERDRIVE INC	CD0258423123015	4/28/2023	1,516.23
222303030	OVERDRIVE INC	CD0258423119492	4/28/2023	75.58
222303030	OVERDRIVE INC	CD0258423117955.	4/28/2023	1,365.55
222303030	OVERDRIVE INC	CD0258423121168	4/28/2023	1,093.30
222303031	PAN O GOLD BAKING CO ST CLOUD	2437486	4/28/2023	3,883.93
222303032	PERFORMANCE FOODSERVICE	137514	4/28/2023	765.47

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222303033	PITSCO EDUCATION	23-000008691	4/28/2023	1,950.20
222303034	PRINCE, RICK	REF03022023	4/28/2023	120.20
222303035	RENNING LEWIS & LACY, S.C.	7317313	4/28/2023	1,126.00
222303036	RITGER, MIRANDA	APR2023 ITEM	4/28/2023	25.88
222303037	SCHOFF, BRUCE	REF04182023	4/28/2023	100.00
222303038	SCHOOL SPECIALTY, LLC.	2.08132E+11	4/28/2023	13.90
222303038	SCHOOL SPECIALTY, LLC.	2.08132E+11	4/28/2023	176.44
222303038	SCHOOL SPECIALTY, LLC.	2.08132E+11	4/28/2023	88.86
222303038	SCHOOL SPECIALTY, LLC.	2.08132E+11	4/28/2023	2,990.00
222303039	STV ADVISORS, INC.-STOP THE VANILLA	4287	4/28/2023	900.00
222303040	SUCKOW, ELLEN	APR2023 MILEAGE	4/28/2023	93.01
222303041	TILTON SR., CHRISTOPHER	REF04182023	4/28/2023	65.00
222303042	VIKING ELECTRIC SUPPLY	S006847650.001	4/28/2023	63.87
222303042	VIKING ELECTRIC SUPPLY	S006842524.002	4/28/2023	16.97
222303042	VIKING ELECTRIC SUPPLY	S006814543.003	4/28/2023	440.00
222303042	VIKING ELECTRIC SUPPLY	S006864497.001	4/28/2023	69.15
222303042	VIKING ELECTRIC SUPPLY	S006842524.003	4/28/2023	(140.02)
222303042	VIKING ELECTRIC SUPPLY	S006842524.001	4/28/2023	287.71
222303042	VIKING ELECTRIC SUPPLY		4/28/2023	-
222303043	WORKSITE MONEY COACH	DCE23-06	4/28/2023	627.29
222303044	WSMA	32345	4/28/2023	273.00
222303045	PITNEY BOWES RESERVE ACCOUNT	42023	5/1/2023	1,000.00
222303048	ABBIEHL, DAREN	WOR04242023	5/5/2023	80.00
222303048	ABBIEHL, DAREN	WOR04272023	5/5/2023	45.00
222303049	ABEL, SCOT	MAR2023 MILEAGE	5/5/2023	269.86
222303049	ABEL, SCOT	APR2023 MILEAGE.	5/5/2023	269.47
222303050	ALFONSO, JAMES	REF04282023	5/5/2023	134.50
222303051	ALLEN, ELMER	REF04272023	5/5/2023	60.00
222303051	ALLEN, ELMER	REF04282023	5/5/2023	60.00
222303052	ALVIS, LEROY JR	REF4/27/23-1	5/5/2023	105.00
222303053	AMAZON CAPITAL SERVICES	1TG3-RKCF-6HW4	5/5/2023	98.48
222303053	AMAZON CAPITAL SERVICES	17K6-Q1J4-1HRC	5/5/2023	423.54
222303053	AMAZON CAPITAL SERVICES	1LDR-TKH6-1KHQ	5/5/2023	307.74
222303053	AMAZON CAPITAL SERVICES	1RTV-6FL6-36PG	5/5/2023	13.60
222303053	AMAZON CAPITAL SERVICES	1T3W-XK3C-6FLV	5/5/2023	953.74
222303053	AMAZON CAPITAL SERVICES	1FV4-YMG6-97RF	5/5/2023	35.97
222303053	AMAZON CAPITAL SERVICES	1KR3-DGWM-F9KP	5/5/2023	782.70
222303053	AMAZON CAPITAL SERVICES	1HFL-CV9D-MRLC	5/5/2023	47.26
222303053	AMAZON CAPITAL SERVICES	1CLM-6YRR-NHT9	5/5/2023	27.98
222303053	AMAZON CAPITAL SERVICES	161Q-R9WV-NPYW	5/5/2023	35.28
222303053	AMAZON CAPITAL SERVICES	1LPT-7NG1-P1JD	5/5/2023	15.83
222303053	AMAZON CAPITAL SERVICES	1FV4-YMG6-WJ43	5/5/2023	9.99
222303053	AMAZON CAPITAL SERVICES	161Q-R9WV-WGT1	5/5/2023	23.90
222303053	AMAZON CAPITAL SERVICES	1RTV-6FL6-WYPV	5/5/2023	49.36
222303053	AMAZON CAPITAL SERVICES	14P4-77PQ-9TR6	5/5/2023	35.95
222303053	AMAZON CAPITAL SERVICES	1KV9-KWCH-4YPC	5/5/2023	57.99
222303053	AMAZON CAPITAL SERVICES	1W7Y-JNFW-6T1Q	5/5/2023	42.13
222303053	AMAZON CAPITAL SERVICES	1HTG-4DQJ-6Y11	5/5/2023	49.98
222303053	AMAZON CAPITAL SERVICES	1Y77-GK31-7T4X	5/5/2023	58.47

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222303053	AMAZON CAPITAL SERVICES	1YMD-VR7F-6N79	5/5/2023	182.68
222303053	AMAZON CAPITAL SERVICES	1LDL-VVLD-K3DQ	5/5/2023	120.24
222303053	AMAZON CAPITAL SERVICES	1CMY-J3TX-1H9C	5/5/2023	159.78
222303053	AMAZON CAPITAL SERVICES	1XJM-LMN1-DYK1	5/5/2023	137.88
222303053	AMAZON CAPITAL SERVICES	1WTG-KDXR-M61V	5/5/2023	736.59
222303053	AMAZON CAPITAL SERVICES	1R9M-PQW1-1N7H	5/5/2023	332.00
222303053	AMAZON CAPITAL SERVICES	11DM-MDQ3-F3J9	5/5/2023	359.74
222303053	AMAZON CAPITAL SERVICES	1MRK-QYG7-4R6W	5/5/2023	175.05
222303053	AMAZON CAPITAL SERVICES	1HN4-DH3G-DGF6	5/5/2023	17.99
222303053	AMAZON CAPITAL SERVICES	1MC9-1L77-GWMV	5/5/2023	112.94
222303053	AMAZON CAPITAL SERVICES	1GKQ-V9LT-HD4R	5/5/2023	363.81
222303053	AMAZON CAPITAL SERVICES	1Y3G-P73K-HP4T	5/5/2023	25.53
222303053	AMAZON CAPITAL SERVICES	1V1M-797H-1MHW	5/5/2023	70.91
222303053	AMAZON CAPITAL SERVICES	1JL4-TMQY-1MPR	5/5/2023	35.48
222303053	AMAZON CAPITAL SERVICES	1K9Q-K1JC-1L4J	5/5/2023	779.09
222303053	AMAZON CAPITAL SERVICES		5/5/2023	-
222303053	AMAZON CAPITAL SERVICES		5/5/2023	-
222303053	AMAZON CAPITAL SERVICES		5/5/2023	-
222303053	AMAZON CAPITAL SERVICES		5/5/2023	-
222303054	AMERICAN WELDING & GAS INC	9252510	5/5/2023	441.94
222303054	AMERICAN WELDING & GAS INC	9290036	5/5/2023	36.64
222303055	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-APR2023	5/5/2023	26,532.00
222303056	AUSPRUNG, ANGELA	DEC22-MAR23 ITEM	5/5/2023	4,650.00
222303056	AUSPRUNG, ANGELA	APR2023 MILEAGE	5/5/2023	130.61
222303057	BATES, CRISTIE	APR2023 MILEAGE	5/5/2023	142.56
222303058	BECK, EMILY	APR2023 MILEAGE	5/5/2023	198.27
222303058	BECK, EMILY	APR2023 CONF	5/5/2023	41.00
222303059	BELANGER, SCOTT	REF4/27/23-3	5/5/2023	60.00
222303060	BOHLMAN, MARK	REF4/28/23-1	5/5/2023	60.00
222303061	BOOM CHAKRA LAKRA	Apr-23	5/5/2023	70.50
222303062	BORIS, JASON	REF04252023	5/5/2023	100.00
222303063	CARRICO AQUATIC RESOURCES, INC	20232042	5/5/2023	137.50
222303064	CENGAGE LEARNING	80960845	5/5/2023	21,042.00
222303065	CZECH, JON	REF04252023	5/5/2023	100.00
222303066	DREWEK, DAVID	REF04282023	5/5/2023	100.00
222303067	EISENMAN, LOUIS	REF04282023	5/5/2023	100.00
222303068	ENGBRETSON, AMY	APR2023 MILEAGE	5/5/2023	36.55
222303069	FIRST SUPPLY LLC	142610-00	5/5/2023	2,073.54
222303069	FIRST SUPPLY LLC	143306-00	5/5/2023	3.05
222303070	FOREMAN, RONALD	MAY2023.	5/5/2023	60.00
222303071	FRIEDRICH, TERESSA	APR2023 MILEAGE	5/5/2023	63.40
222303072	FUEHRER, JACOB	REF4/27/23-4	5/5/2023	60.00
222303073	FULLERTON, JASON	REF04282023	5/5/2023	118.00
222303074	GAETZMAN, GREG	REF04242023	5/5/2023	160.00
222303075	GAJEWSKI, JOHN	REF4/27/23-2	5/5/2023	45.00
222303076	GEBERT, SAMANTHA	APR2023 MILEAGE	5/5/2023	13.10
222303077	HABECK, MIKE	WOR04282023	5/5/2023	90.00
222303078	HALL, CINDY	APR2023 MILEAGE	5/5/2023	31.57
222303079	HEAT & POWER PRODUCTS INC.	44967	5/5/2023	143.69

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222303080	HEID MUSIC COMPANY, INC.-APPLETON	3278900	5/5/2023	398.37
222303080	HEID MUSIC COMPANY, INC.-APPLETON	3302824	5/5/2023	87.97
222303080	HEID MUSIC COMPANY, INC.-APPLETON	3299899	5/5/2023	73.50
222303080	HEID MUSIC COMPANY, INC.-APPLETON	3299913	5/5/2023	38.00
222303081	HELLER, LUKE	WOR4/25/23-2	5/5/2023	70.00
222303082	HILLMAN, FRED	WOR04252023	5/5/2023	45.00
222303082	HILLMAN, FRED	WOR04282023	5/5/2023	80.00
222303083	J.W. PEPPER & SON	365309276	5/5/2023	25.00
222303083	J.W. PEPPER & SON	365270768	5/5/2023	29.97
222303083	J.W. PEPPER & SON	365223964	5/5/2023	187.50
222303084	JANKE, TODD	REF04252023	5/5/2023	65.00
222303084	JANKE, TODD	REF04272023	5/5/2023	60.00
222303085	JEHN, KALLY	APR2023 MILEAGE	5/5/2023	234.42
222303086	JENKIN, DOUGLAS	Apr-23	5/5/2023	231.00
222303087	JENSEN, JOSHUA	APR2023 MILEAGE	5/5/2023	55.54
222303088	JULIOT, DAVID	REF4/24/23-1	5/5/2023	80.00
222303089	KAMPMANN, KEVIN	FEB2023 MILEAGE	5/5/2023	62.16
222303089	KAMPMANN, KEVIN	MAR2023 MILEAGE	5/5/2023	139.52
222303089	KAMPMANN, KEVIN	APR2023 MILEAGE	5/5/2023	94.71
222303090	KENITZER, DICK	WOR04282023	5/5/2023	45.00
222303091	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-APR2023	5/5/2023	9,380.00
222303092	KINDERCARE LEARNING CTR, INC.	KIND-4K-APR2023	5/5/2023	7,772.00
222303093	KIRSCHLING, ALEXIA	APR2023 MILEAGE	5/5/2023	96.94
222303094	KNAB, BRIAN	REF04282023	5/5/2023	90.00
222303095	KRUEGER, SAVANNA	APR2023 CONF	5/5/2023	156.41
222303095	KRUEGER, SAVANNA	APR2023 MILEAGE	5/5/2023	19.32
222303096	KRUZICKI, SHANNON	APR2023 MILEAGE	5/5/2023	191.46
222303097	LAW OFFICE OF ZACHARY MEINEN	5102023	5/5/2023	8,076.92
222303098	LEMKE, ALEXSANDRA	APR2023 ITEM	5/5/2023	47.55
222303099	LEPAK, MOLLY	APR2023 MILEAGE	5/5/2023	223.36
222303100	LOR, TRUE	REF04242023	5/5/2023	160.00
222303101	LORGE, ERIC	REF4/24/23-2	5/5/2023	80.00
222303102	LUKASKO, TIFFANY	APR2023 MILEAGE	5/5/2023	118.89
222303103	LYON, KAELYN	APR2023 MILEAGE	5/5/2023	188.64
222303104	MACIAZ, KENNETH	APR2023 ITEM	5/5/2023	17.95
222303104	MACIAZ, KENNETH	REF04282023	5/5/2023	90.00
222303105	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-APR2023	5/5/2023	5,896.00
222303106	MARATHON PEST CONTROL	51001	5/5/2023	35.00
222303106	MARATHON PEST CONTROL	51011	5/5/2023	28.00
222303106	MARATHON PEST CONTROL	51006	5/5/2023	28.00
222303106	MARATHON PEST CONTROL	51003	5/5/2023	35.00
222303106	MARATHON PEST CONTROL	51004	5/5/2023	28.00
222303106	MARATHON PEST CONTROL	51016	5/5/2023	28.00
222303106	MARATHON PEST CONTROL	51031	5/5/2023	28.00
222303106	MARATHON PEST CONTROL	51027	5/5/2023	35.00
222303107	MATSCHKE, RANDY	REF04272023	5/5/2023	100.00
222303108	MCCARTHY, SEAN	WOR04282023	5/5/2023	55.00
222303109	MCCARTHY, SHEILA	WOR04282023	5/5/2023	55.00
222303110	MCMILLAN-HEHIR, HEATHER	APR2023 MILEAGE	5/5/2023	30.79

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222303111	MEFFERD, RIANA	APR2023 MILEAGE	5/5/2023	14.15
222303112	MID WISCONSIN BEVERAGE	2914587	5/5/2023	1,202.96
222303113	MINNIHAN, JESSICA	WOR4/25/23-1	5/5/2023	70.00
222303114	MISSISSIPPI WELDERS SUPPLY CO., INC	4036225	5/5/2023	497.64
222303114	MISSISSIPPI WELDERS SUPPLY CO., INC	4001540	5/5/2023	697.76
222303115	MONK, DAVID	REF4/25/23-1	5/5/2023	125.00
222303116	MOSINEE SCHOOL DISTRICT	MSD2223-02	5/5/2023	79.38
222303116	MOSINEE SCHOOL DISTRICT	MSD2223-01	5/5/2023	186.20
222303117	MOUA, TOULY	REF04242023	5/5/2023	160.00
222303118	MOUNT OLIVE 4K PROGRAM	MTOL-4K-APR2023	5/5/2023	8,040.00
222303119	NASSCO INC - CUSTODIAL	6287218	5/5/2023	2,887.60
222303119	NASSCO INC - CUSTODIAL	6287153	5/5/2023	291.60
222303120	NATL ELEVATOR INSPECTION SERVICES, INC.	RI23011883	5/5/2023	82.00
222303121	NEOLA, INC	100898	5/5/2023	1,295.00
222303122	NEWMAN CATHOLIC-ST MARK	STMA-4K-APR2023	5/5/2023	5,628.00
222303123	NEWMAN CATHOLIC-ST THERESE	STTH-4K-APR2023	5/5/2023	9,380.00
222303124	NORTHERN VALLEY INDUSTRIES, INC.	121	5/5/2023	3,803.52
222303125	OETTINGER, KETA	WOR04282023	5/5/2023	55.00
222303126	OETTINGER, PHILLIP	WOR04282023	5/5/2023	55.00
222303127	OFFICE ENTERPRISES INC	526355	5/5/2023	580.00
222303128	OMNI GLASS & PAINT, LLC	0148222-IN	5/5/2023	1,175.00
222303129	PICKRUHN, TERESE	APR2023 MILEAGE	5/5/2023	80.17
222303130	PINSONNEAULT, SARA	Apr-23	5/5/2023	37.50
222303131	PISCA, SARAH	Apr-23	5/5/2023	1,065.00
222303132	POPHAL, STEVEN	MAY2023.	5/5/2023	60.00
222303133	PRAIRIE FARMS-WOODBURY, MN	Apr-23	5/5/2023	28,796.24
222303134	RESCH, SAVANAH	APR2023 MILEAGE	5/5/2023	30.20
222303134	RESCH, SAVANAH	APR2023 MILEAGEa	5/5/2023	58.56
222303135	RINDFLEISCH, JOSEPH	REF04282023	5/5/2023	60.00
222303136	SCHOEN, NANCY	REF04282023	5/5/2023	118.00
222303137	SCHROEDER, DAWN	APR2023 MILEAGE	5/5/2023	9.43
222303138	SHULFER, KATIE	APR2023 MILEAGE	5/5/2023	113.97
222303139	SKYWARD INC	225109	5/5/2023	149.00
222303140	SONDELSKI, TRACI	APR2023 ITEM	5/5/2023	14.99
222303141	STENGER, MOLLY	Apr-23	5/5/2023	2,128.89
222303142	STROIK, JASON	REF04272023	5/5/2023	100.00
222303143	SWENO, JARED	REF4/25/23-2	5/5/2023	125.00
222303144	TACKES, CALVIN	REF04272023	5/5/2023	90.00
222303145	THOMPSON, KELLY	APR2023 MILEAGE	5/5/2023	41.92
222303146	TILTON SR., CHRISTOPHER	REF04252023	5/5/2023	65.00
222303146	TILTON SR., CHRISTOPHER	REF04282023	5/5/2023	65.00
222303147	TOTZKE, ANGELA	REF04272023	5/5/2023	90.00
222303148	TRETTER, TY	WOR04282023	5/5/2023	55.00
222303149	TRZEBIATOWSKI, TAMMY	APR2023 MILEAGE	5/5/2023	45.72
222303150	USIC RECEIVABLES, LLC	581884	5/5/2023	2,421.14
222303151	VIKING ELECTRIC SUPPLY	S006878675.001	5/5/2023	122.92
222303151	VIKING ELECTRIC SUPPLY	S006813233.001	5/5/2023	133.51
222303151	VIKING ELECTRIC SUPPLY	S006870373.003	5/5/2023	106.11
222303151	VIKING ELECTRIC SUPPLY	S006870373.001	5/5/2023	402.80

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(4/11/2023-5/9/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222303152	VLIETSTRA, ALISON	APR2023 MILEAGE	5/5/2023	210.26
222303153	WAUSAU CHILD CARE-CEDAR CR,INC.	WACC-4K-APR2023	5/5/2023	6,164.00
222303154	WENDOLEK, JOSEPH	REF04272023	5/5/2023	100.00
222303155	WILD BLUE TECHNOLOGIES	28688-01	5/5/2023	2,229.00
222303156	WM CORPORATE SERVICES, INC	5509729-0414-2	5/5/2023	335.76
222303156	WM CORPORATE SERVICES, INC	5509708-0414-6	5/5/2023	688.47
222303156	WM CORPORATE SERVICES, INC	5509709-0414-4	5/5/2023	769.19
222303157	WOOLDRIDGE, REBECCA	Apr-23	5/5/2023	37.50
222303158	WORKSITE MONEY COACH	DCE23-07	5/5/2023	780.82
				2,148,774.26

DC EVEREST AREA SCHOOL DISTRICT
FUND 42 BOARD CHECK REGISTER
(4/11/2023-5/9/2023)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4200015	SOMERVILLE ARCHITECTS	38627	4/21/2023	7,133.91
				7,133.91

DC EVEREST AREA SCHOOL DISTRICT
FUND 46 BOARD CHECK REGISTER
(4/11/2023-5/9/2023)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222302864	EUA, INC.	89200	4/14/2023	9,488.60
222302865	LIVEWIRE SYSTEMS, LLC	1493	4/14/2023	6,426.00
222302939	J.H. FINDORFF & SON, INC.	PAY AP 8 ADMIN BLDG	4/21/2023	946,678.49
222303046	EUA, INC.	89454	5/5/2023	9,218.85
222303047	LIVEWIRE SYSTEMS, LLC	1501	5/5/2023	1,606.50
				973,418.44

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(4/10/2023-5/3/2023)**

Tran Date	Where Used	District Card Name	Amount
04/10/2023	Amzn Mktp US Hs1j18wl0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	1,773.48
04/10/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	1,747.50
04/10/2023	Les Mills US Trading, 6308285949, IL, 60654, US	MULL, AARON	599.00
04/10/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	MEYER, MELISSA	431.86
04/10/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	406.90
04/10/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	349.65
04/10/2023	Hedstrom Language Reso, 9702904227, CO, 80537, US	DEGNER1, GLORIA	212.35
04/10/2023	Politos Pizza, Rothschild, WI, 54474, US	KOEPKE, RICHARD	200.00
04/10/2023	Kaplan Early Learning, 336-6766737, NC, 27023, US	POSTELNIK, MEGHAN	183.88
04/10/2023	Awl Pearson Education, Prsoncs.Com, NJ, 07458, US	JABLONSKI, JAMIE A	183.17
04/10/2023	Walmart.Com, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	176.55
04/10/2023	Sp Wayside Publishin, Yarmouth, ME, 04096, US	DEGNER1, GLORIA	151.78
04/10/2023	Pick N Save 5406, 866-611-1979, WI, 54476, US	MEYER, MELISSA	102.12
04/10/2023	Senor Wooly, Skokie, IL, 60076, US	DEGNER1, GLORIA	75.48
04/10/2023	Dollar Tree, Schofield, WI, 54476, US	ZIEGELBAUER, KELLY	65.59
04/10/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	61.38
04/10/2023	Procare Software, Medford, OR, 97501, US	JAKUBEK, JACQUE	59.00
04/10/2023	Teachers Discovery, Auburn Hills, MI, 48326, US	DEGNER1, GLORIA	55.99
04/10/2023	Pizza Hut 032799, 7153598873, WI, 54476, US	JAKUBEK, JACQUE	55.08
04/10/2023	Politos Pizza, Rothschild, WI, 54474, US	KAMPMANN, KEVIN	47.90
04/10/2023	Amzn Mktp US Hs2l47k11, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	43.45
04/10/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	WAGNER, KARI	41.04
04/10/2023	Sconnis Alehouse And E, Schofield, WI, 54476, US	NYE, CASEY	41.02
04/10/2023	Tprs Books, 888-695-7278, AZ, 85044-5696, US	DEGNER1, GLORIA	29.00
04/10/2023	The Webstaurant Store, 717-392-7472, PA, 17602, US	BAUDHUIN, LATICIA	27.10
04/10/2023	Amzn Mktp US Hs3gj0841, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	14.98
04/10/2023	Target 00003640, Schofield, WI, 54476, US	POSTELNIK, MEGHAN	12.63
04/10/2023	Weston Hardware, Weston, WI, 54476, US	JAKUBEK, JACQUE	1.50
04/10/2023	Menards Wausau Wi, 800-000-0000, WI, 54401, US	DALEY, MICHELLE	(1.40)
04/10/2023	Menards Wausau Wi, 800-000-0000, WI, 54401, US	DALEY, MICHELLE	(59.98)
04/11/2023	Cdw Govt #hw36773, 800-808-4239, IL, 60061, US	RAVEY, TRACY	2,722.92
04/11/2023	Apple.Com/Us, 8006927753, CA, 95014, US	RAVEY, TRACY	524.25
04/11/2023	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	263.62
04/11/2023	Sportsmith Llc, 9186153210, OK, 74146, US	MULL, AARON	142.10
04/11/2023	Northern Battery 1100, Schofield, WI, 54476, US	HERNING, CODY	121.48
04/11/2023	Awl Pearson Education, Prsoncs.Com, NJ, 07458, US	WELLER, JULIE	87.50
04/11/2023	Uwsp Wcee, 715-3464854, WI, 54481-1965, US	ABEL, SCOT	75.00
04/11/2023	Wal-Mart #2127, Wausau, WI, 54401, US	RITGER, MIRANDA	34.06
04/11/2023	Joann Stores Joann.Com, 888-739-4120, OH, 44236, US	DALEY, MICHELLE	20.32
04/11/2023	Dollar General #23526, Weston, WI, 54476, US	OBOIKOVITZ, MALLORY	18.35
04/11/2023	Pick N Save #406, Schofield, WI, 54476, US	MCFARLANE, JASON	12.56
04/11/2023	Amzn Mktp US Hs9a10w52, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	9.27
04/11/2023	Nytimes Nytimes Disc, 800-698-4637, NY, 10018, US	DALEY, MICHELLE	4.00
04/11/2023	Samsclub #6535, Wausau, WI, 54401, US	MCFARLANE, JASON	(47.48)
04/12/2023	Bennett Hardwoods Inc, Wausau, WI, 54401, US	PERNSTEINER, CHAD	666.58
04/12/2023	Pick N Save 5406, 866-611-1979, WI, 54476, US	RITGER, MIRANDA	614.93
04/12/2023	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	267.80
04/12/2023	Mindbody, 805-5462000, CA, 93401, US	MULL, AARON	182.33
04/12/2023	Think Social Publishin, 4085578595, CA, 95050, US	POSTELNIK, MEGHAN	139.77
04/12/2023	Animoto Inc, 415-738-8894, CA, 94108, US	DALEY, MICHELLE	108.00
04/12/2023	Aerogarden.Com, 800-4769669, OH, 43041, US	DALEY, MICHELLE	71.63

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(4/10/2023-5/3/2023)**

Tran Date	Where Used	District Card Name	Amount
04/12/2023	Tlf Krueger Floral And, Schofield, WI, 54476, US	SUCKOW, ELLEN	67.50
04/12/2023	Walmart.Com, 800-966-6546, AR, 72716, US	DALEY, MICHELLE	44.25
04/12/2023	Amzn Mktp US Hj8it1nu1, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	40.50
04/12/2023	Amzn Mktp US Hj9fn1n52, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	38.35
04/12/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	38.00
04/12/2023	Western Psychological, Torrance, CA, 90503, US	WELLER, JULIE	24.30
04/12/2023	Target.Com, 800-591-3869, MN, 55445, US	LEHMAN, GINA	21.61
04/12/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	8.43
04/13/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	3,046.95
04/13/2023	Cdw Govt #hx40804, 800-808-4239, IL, 60061, US	RAVEY, TRACY	907.42
04/13/2023	Mears Connect, 4074235566, FL, 32806, US	HOFFMAN, AARON	504.00
04/13/2023	Mears Connect, 4074235566, FL, 32806, US	HOFFMAN, AARON	504.00
04/13/2023	Amzn Mktp US Hj93k3dj0, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	370.85
04/13/2023	Pickleball Central, 2538540163, WA, 98032, US	MULL, AARON	341.98
04/13/2023	Target 00003640, Schofield, WI, 54476, US	LEHMAN, GINA	154.32
04/13/2023	Target 00003640, Schofield, WI, 54476, US	HOFFMAN, AARON	146.43
04/13/2023	Office Depot #1090, 800-463-3768, MN, 55441, US	DALEY, MICHELLE	142.52
04/13/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	132.80
04/13/2023	American Red Cross, 800-733-2767, DC, 20006, US	WEGGE, KAREN A	126.00
04/13/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	80.99
04/13/2023	Pmp Kocourekfordlincol, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	75.27
04/13/2023	Pick N Save #406, Schofield, WI, 54476, US	RITGER, MIRANDA	61.53
04/13/2023	Joann Stores Joann.Com, 888-739-4120, OH, 44236, US	DALEY, MICHELLE	61.44
04/13/2023	Festival Foods Westo, Weston, WI, 54476, US	HOFFMAN, AARON	51.64
04/13/2023	Politos Pizza, Rothschild, WI, 54474, US	MCFARLANE, JASON	49.44
04/13/2023	Tst The Great Dane -, Wausau, WI, 54401, US	RAETHER, MICHAEL	36.08
04/13/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	20.12
04/14/2023	Sp Glowforge Store, Seattle, WA, 98134, US	HOFFMAN, AARON	6,845.00
04/14/2023	Kaplan Early Learning, 336-6766737, NC, 27023, US	MULL, AARON	6,295.95
04/14/2023	Rockler Woodworking An, Medina, MN, 55340, US	PERNSTEINER, CHAD	471.81
04/14/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	421.04
04/14/2023	Walmart.Com, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	413.48
04/14/2023	Posty Cards Inc, 800-8217968, MO, 64127, US	SUCKOW, ELLEN	318.50
04/14/2023	Walmart.Com, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	279.52
04/14/2023	Bosslaser, Sanford, FL, 32771, US	HOFFMAN, AARON	249.38
04/14/2023	Joann Stores Joann.Com, 888-739-4120, OH, 44236, US	DALEY, MICHELLE	201.35
04/14/2023	Sp Breatheforchange, Madison, WI, 53703, US	SEEHAFER, DAWN	199.00
04/14/2023	Bp#1965987r-Store 4qps, Rothschild, WI, 54474, US	JABLONSKI, JAMIE A	100.00
04/14/2023	Bp#1965987r-Store 4qps, Rothschild, WI, 54474, US	JABLONSKI, JAMIE A	100.00
04/14/2023	Hardware Distributors, Sauk Rapids, MN, 56379, US	PERNSTEINER, CHAD	56.20
04/14/2023	Bp#1965987r-Store 4qps, Rothschild, WI, 54474, US	JABLONSKI, JAMIE A	50.00
04/14/2023	Naesp-Peap, 7035186241, VA, 22314, US	ZIEGELBAUER, KELLY	49.15
04/14/2023	Weston Hardware, Weston, WI, 54476, US	KUEHL, BRIAN	36.24
04/14/2023	Napa Parts Schofield, Schofield, WI, 54476, US	JASON JABLONSKI	26.76
04/14/2023	Panera Bread #601981 P, Plover, WI, 54467, US	SUCKOW, ELLEN	18.96
04/14/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	13.98
04/14/2023	Hardware Distributors, Sauk Rapids, MN, 56379, US	PERNSTEINER, CHAD	10.76
04/14/2023	Festival Foods Westo, Weston, WI, 54476, US	BAUDHUIN, LATICIA	3.79
04/17/2023	School Nutrition Assoc, 920-5605630, WI, 54136, US	BAUDHUIN, LATICIA	1,110.00
04/17/2023	Farrell Equip And Supp, Weston, WI, 54476, US	PERNSTEINER, CHAD	1,007.93
04/17/2023	Allegnt Cmrxccl, 702-5058888, NV, 89144, US	SEEHAFER, DAWN	452.00

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(4/10/2023-5/3/2023)**

Tran Date	Where Used	District Card Name	Amount
04/17/2023	Kwik Trip 14000001404, Schofield, WI, 54476-0000, US	HART, BETSY	321.66
04/17/2023	Sq Briqs Soft Serve, Weston, WI, 54476, US	SEEHAFER, DAWN	300.00
04/17/2023	Sq Be. Massage Therap, Gosq.Com, WI, 54401, US	DALEY, MICHELLE	200.00
04/17/2023	Politos Pizza, Rothschild, WI, 54474, US	SEEHAFER, DAWN	195.70
04/17/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	DEGNER1, GLORIA	152.30
04/17/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	DEGNER1, GLORIA	135.07
04/17/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	109.16
04/17/2023	Amazon.Com Hj0q35wj1 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	99.97
04/17/2023	Holiday Inn Exp & Suit, Weston, WI, 54476, US	WELLER, JULIE	98.00
04/17/2023	Kwik Trip 35600003566, Weston, WI, 54476, US	SEEHAFER, DAWN	90.00
04/17/2023	Amzn Mktp US Hj52z86w1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	79.29
04/17/2023	Greatminds.Org, Washington, DC, 20003, US	THOMPSON, KELLY	59.98
04/17/2023	School Nutrition Assoc, Arlington, VA, 20745, US	BAUDHUIN, LATICIA	57.50
04/17/2023	Amzn Mktp US Hj4b568p2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	49.99
04/17/2023	Sconnis Alehouse And E, Schofield, WI, 54476, US	WELLER, JULIE	35.49
04/17/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	DEGNER1, GLORIA	31.94
04/17/2023	Target.Com, 800-591-3869, MN, 55445, US	DALEY, MICHELLE	28.76
04/17/2023	Weston Hardware, Weston, WI, 54476, US	HERNING, CODY	24.48
04/17/2023	Target 00003640, Schofield, WI, 54476, US	THOMPSON, KELLY	22.16
04/17/2023	Harbor Freight Tools 2, Rothschild, WI, 54474, US	KUEHL, BRIAN	22.11
04/17/2023	Amazon.Com Hv65p1o41, Amzn.Com/Bill, WA, 98109, US	DALEY, MICHELLE	18.87
04/17/2023	Menards Wausau Wi, Wausau, WI, 54401, US	JAKUBEK, JACQUE	17.16
04/17/2023	Dairy Queen #11188, Stevens Point, WI, 54481, US	SUCKOW, ELLEN	5.85
04/18/2023	Cdw Govt #jb42803, 800-808-4239, IL, 60061, US	RAVEY, TRACY	2,361.42
04/18/2023	Cdw Govt #jb33001, 800-808-4239, IL, 60061, US	RAVEY, TRACY	919.76
04/18/2023	Crown Awards Inc, Hawthorne, NY, 10532, US	KAMPMANN, KEVIN	660.64
04/18/2023	Wave - Everlasting Et, Kronenwetter, WI, 54455, US	ABEL, SCOT	264.00
04/18/2023	Bulk Bookstore, 5038678738, OR, 97201, US	DALEY, MICHELLE	259.25
04/18/2023	Control Concepts Tech, Schofield, WI, 54476, US	JASON JABLONSKI	99.09
04/18/2023	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	LEHMAN, GINA	98.75
04/18/2023	Scholastic, Inc., Jeffersoncity, MO, 65101, US	KAMPMANN, KEVIN	36.93
04/18/2023	Amzn Mktp US Hv96c35d0, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	25.88
04/18/2023	Pick N Save #406, Schofield, WI, 54476, US	LEHMAN, GINA	10.99
04/18/2023	Aerogarden.Com, Marysville, OH, 43041, US	DALEY, MICHELLE	(3.73)
04/18/2023	Weston Hardware, Weston, WI, 54476, US	HERNING, CODY	(21.99)
04/19/2023	Edueduporium, 6176007230, MA, 02458, US	RAVEY, TRACY	1,469.00
04/19/2023	Pitsco Education Llc, Pittsburg, KS, 66762, US	RAVEY, TRACY	1,303.80
04/19/2023	Sp Squishy Circuits, Anoka, MN, 55303, US	RAVEY, TRACY	1,114.05
04/19/2023	Aafcs, 7037064602, VA, 22314, US	RITGER, MIRANDA	649.00
04/19/2023	Fccla, Herndon, VA, 20171, US	SEEHAFER, DAWN	370.00
04/19/2023	Joann Stores #1585, Wausau, WI, 54401, US	RITGER, MIRANDA	354.00
04/19/2023	Awl Pearson Education, Prsoncs.Com, NJ, 07458, US	WELLER, JULIE	225.00
04/19/2023	Pick N Save 5406, Schofield, WI, 54476, US	RITGER, MIRANDA	173.97
04/19/2023	Teachers Discovery, Auburn Hills, MI, 48326, US	DALEY, MICHELLE	152.90
04/19/2023	Amzn Mktp US Hv6im7e11, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	129.19
04/19/2023	Dollar Tree, Inc., Chesapeake, VA, 23320, US	HOFFMAN, AARON	111.25
04/19/2023	Cpm Educational Progra, 209-7452055, CA, 957580000, US	HOFFMAN, AARON	75.00
04/19/2023	Pick N Save #406, Schofield, WI, 54476, US	RITGER, MIRANDA	37.10
04/19/2023	Samsclub #6535, Wausau, WI, 54401, US	SEEHAFER, DAWN	25.66
04/19/2023	Dollar Tree, Schofield, WI, 54476, US	SUCKOW, ELLEN	13.19
04/19/2023	Target 00003640, Schofield, WI, 54476, US	RITGER, MIRANDA	10.14

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(4/10/2023-5/3/2023)**

Tran Date	Where Used	District Card Name	Amount
04/19/2023	Teacherspayteachers.Co, 6465880910, NY, 10003, US	DALEY, MICHELLE	5.28
04/19/2023	Bp#1965987r-Store 4qps, Rothschild, WI, 54474, US	JABLONSKI, JAMIE A	(50.00)
04/19/2023	Bp#1965987r-Store 4qps, Rothschild, WI, 54474, US	JABLONSKI, JAMIE A	(100.00)
04/19/2023	Bp#1965987r-Store 4qps, Rothschild, WI, 54474, US	JABLONSKI, JAMIE A	(100.00)
04/20/2023	Pitsco Education Llc, Pittsburg, KS, 66762, US	RAVEY, TRACY	1,349.56
04/20/2023	Sp Golf Team Products, Beaverton, OR, 97005, US	MATHIES, MICHAEL	616.00
04/20/2023	Demco Inc, 800-9624463, WI, 53704, US	ZIEGELBAUER, KELLY	559.74
04/20/2023	Fishtank Learning, Brighton, MA, 02135, US	HOFFMAN, AARON	475.00
04/20/2023	Samsclub #6535, Wausau, WI, 54401, US	SEEHAFER, DAWN	153.68
04/20/2023	Amazon.Com Hv9iz8pl2 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	115.47
04/20/2023	Northcentral Technical, Wausau, WI, 54401-1880, US	MULLALEY, JESSICA	99.00
04/20/2023	Weston Hardware, Weston, WI, 54476, US	KUEHL, BRIAN	93.88
04/20/2023	Tlf Krueger Floral And, Schofield, WI, 54476, US	SUCKOW, ELLEN	78.45
04/20/2023	Amzn Mktp US Hv5w991m2, Amzn.Com/Bill, WA, 98109, US	DALEY, MICHELLE	62.95
04/20/2023	American Red Cross, 800-733-2767, DC, 20006, US	WEGGE, KAREN A	30.00
04/20/2023	Teacherspayteachers.Co, 6465880910, NY, 10003, US	JAKUBEK, JACQUE	28.28
04/20/2023	Lincoln Contractors Su, Weston, WI, 54476, US	KUEHL, BRIAN	11.59
04/20/2023	Pick N Save #406, Schofield, WI, 54476, US	RITGER, MIRANDA	(0.74)
04/20/2023	Mears Connect, Orlando, FL, 32806, US	HOFFMAN, AARON	(504.00)
04/21/2023	Tall Cop Says Stop, Prosper, TX, 75078, US	WEGGE, KAREN A	35.00
04/21/2023	Amzn Mktp US Hf3nf6c20, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	584.99
04/21/2023	Bestbuycom806756600687, 888bestbuy, MN, 55423, US	RAVEY, TRACY	469.99
04/21/2023	Amazon.Com Hv8xa8b92 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	257.50
04/21/2023	Fivebelow.Com 18444523, Philadelphia, PA, 19106, US	JAKUBEK, JACQUE	230.16
04/21/2023	Kwik Trip 35600003566, Weston, WI, 54476, US	SEEHAFER, DAWN	99.91
04/21/2023	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	SEEHAFER, DAWN	96.83
04/21/2023	Fastenal Company 01wis, Weston, WI, 54476, US	HOFFMAN, AARON	39.37
04/21/2023	Signsdirect, 3098201070, IL, 61701, US	MULL, AARON	31.65
04/21/2023	Sp Modern House Numb, Tucson, AZ, 85719, US	JASON JABLONSKI	307.95
04/21/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	DEGNER1, GLORIA	121.17
04/21/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	57.58
04/21/2023	Weston Hardware, Weston, WI, 54476, US	KUEHL, BRIAN	25.28
04/21/2023	Red Clover Market, Weston, WI, 54476, US	BAUDHUIN, LATICIA	17.34
04/21/2023	Dropbox 7r2n5hsygzdy, San Francisco, CA, 94107, US	WELLER, JULIE	11.99
04/24/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	71.90
04/24/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	13,580.00
04/24/2023	Amazon.Com Hf9ss1em0 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	2,699.19
04/24/2023	Hilton Garden Inn Madi, Middleton, WI, 53562, US	SEEHAFER, DAWN	1,464.20
04/24/2023	Samsclub #6535, Wausau, WI, 54401, US	MATHIES, MICHAEL	592.81
04/24/2023	Tst Erins Snug Irish, Madison, WI, 53718, US	HERRERA, ALICIA	123.04
04/24/2023	Target 00003640, Schofield, WI, 54476, US	SABEY, RENA	108.42
04/24/2023	Ntc Campus Store, Wausau, WI, 54401-1880, US	MULLALEY, JESSICA	95.74
04/24/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	90.74
04/24/2023	Weston Hardware, Weston, WI, 54476, US	ABEL, SCOT	76.45
04/24/2023	Dragon 239-800-9550, Austin, TX, 78758, US	SUCKOW, ELLEN	40.00
04/24/2023	Little Caesars 2097-0, 715-3596222, WI, 54476, US	SUCKOW, ELLEN	33.60
04/24/2023	Amzn Mktp US Hf3674461, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	17.99
04/24/2023	Kwik Trip 78700007872, Weston, WI, 54476-0000, US	HOFFMAN, AARON	16.77
04/24/2023	Amzn Mktp US Hv4ey9ky2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	9.99
04/24/2023	Gdit Faa 347mycr, Falls Church, VA, 22042, US	RAVEY, TRACY	5.00
04/24/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	1,498.50

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(4/10/2023-5/3/2023)**

Tran Date	Where Used	District Card Name	Amount
04/24/2023	Fastenal Company 01wis, Weston, WI, 54476, US	SUCHOMSKI, JOHN	134.52
04/24/2023	Pick N Save #406, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	100.00
04/24/2023	Uofw Gb Cater Cafe, Green Bay, WI, 54311, US	LINDELL, JEFF	50.75
04/24/2023	Menards Wausau Wi, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	38.15
04/24/2023	Menards Wausau Wi, Wausau, WI, 54401, US	HERNING, CODY	36.00
04/24/2023	Sp Munchables, Coquitlam, BC, V3E 1Y3, CA	JABLONSKI, JAMIE A	24.26
04/24/2023	A Taste Of Jamaica, Wausau, WI, 54401, US	TRIMNER, SARAH	23.18
04/24/2023	Dollar General #10595, Schofield, WI, 54476, US	TRIMNER, SARAH	9.60
04/25/2023	Amzn Mktp US Hf7gg6hz0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	94.98
04/25/2023	Amazon.Com Hf05b2la2 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	45.00
04/25/2023	Pitsco Education Llc, Pittsburg, KS, 66762, US	RAVEY, TRACY	(70.36)
04/25/2023	Bp#1966092r-Store 4qps, Rothschild, WI, 54474, US	JABLONSKI, JAMIE A	150.00
04/25/2023	Delta 00642587329075, Mosinee, WI, 30354-1989, US	SPETS, MATT	30.00
04/26/2023	Discountsch 8006272829, 800-482-5846, CA, 93940, US	JAKUBEK, JACQUE	1,796.04
04/26/2023	Pick N Save 5406, Schofield, WI, 54476, US	RITGER, MIRANDA	215.78
04/26/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	129.00
04/26/2023	Little Caesars 2097-0, 715-3596222, WI, 54476, US	SUCKOW, ELLEN	59.91
04/26/2023	Amzn Mktp US Hf4ub9132, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	16.99
04/26/2023	Pick N Save #406, Schofield, WI, 54476, US	RITGER, MIRANDA	13.34
04/26/2023	Dollar Tree Ecomm, Chesapeake, VA, 23320, US	HOFFMAN, AARON	(11.55)
04/26/2023	Politos Pizza, Rothschild, WI, 54474, US	TRIMNER, SARAH	267.20
04/26/2023	Menards Wausau Wi, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	65.99
04/26/2023	Fastenal Company 01wis, Weston, WI, 54476, US	HERNING, CODY	17.79
04/26/2023	Harbor Freight Tools 2, Rothschild, WI, 54474, US	KUEHL, BRIAN	14.74
04/27/2023	Patron Mexican Restaur, Weston, WI, 54476-2779, US	RAETHER, MICHAEL	439.38
04/27/2023	Hilton Garden Inn Sun, Sun Prairie, WI, 53590, US	HART, BETSY	209.00
04/27/2023	Bcy Backcountry.Com, 800-409-4502, UT, 84098, US	RAVEY, TRACY	201.33
04/27/2023	Cdw Govt #jg33331, 800-808-4239, IL, 60061, US	RAVEY, TRACY	149.19
04/27/2023	Nafme, Reston, VA, 20191, US	DALEY, MICHELLE	130.00
04/27/2023	Chang Garden, Weston, WI, 54476-4188, US	HART, BETSY	122.63
04/27/2023	Amazon.Com Hf8jg68u1 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	103.00
04/27/2023	Discountsch 8006272829, 800-482-5846, CA, 93940, US	JAKUBEK, JACQUE	42.50
04/27/2023	Menards Wausau Wi, Wausau, WI, 54401, US	BRAUNEL, CRAIG	33.96
04/27/2023	Edweek Std Digital, Phoenix, AZ, 85072-2022, US	HART, BETSY	9.95
04/27/2023	Batteries Plus - #0069, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	1,739.40
04/27/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	WELLER, JULIE	53.38
04/28/2023	Flinn Scientific Inc, 800-452-1261, IL, 60510, US	HOFFMAN, AARON	782.09
04/28/2023	The Webstaurant Store, 717-3927472, PA, 17602, US	HOFFMAN, AARON	194.57
04/28/2023	Avid By Ihg, Monona, WI, 53716, US	HOFFMAN, AARON	125.00
04/28/2023	The Coopers Tavern, Madison, WI, 53703, US	NYE, CASEY	19.88
04/28/2023	Amzn Mktp US Hf1yq1ky1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	15.99
04/28/2023	Teacherspayteachers.Co, 6465880910, NY, 10003, US	JAKUBEK, JACQUE	5.26
04/28/2023	Sq Briqs Soft Serve, Weston, WI, 54476, US	SUCKOW, ELLEN	5.00
04/28/2023	Carly And Adam, Elkhart, IN, 46514, US	TRIMNER, SARAH	144.00
04/28/2023	Target 00003640, Schofield, WI, 54476, US	LEHMAN, GINA	61.00
04/28/2023	Spemco Switches, 18004822828, MI, 48080, US	BAUDHUIN, LATICIA	37.25
04/28/2023	The Broadmoor Food&bev, Colorado Spri, CO, 80906, US	SPETS, MATT	30.60
04/28/2023	Kwik Trip 78700007872, Weston, WI, 54476, US	BAUDHUIN, LATICIA	6.98
04/28/2023	Weston Hardware, Weston, WI, 54476, US	HERNING, CODY	6.59
05/01/2023	American 0012390005698, Fort Worth, TX, 76155, US	RITGER, MIRANDA	407.65
05/01/2023	American 0010626502470, Fort Worth, TX, 76155, US	RITGER, MIRANDA	71.56

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(4/10/2023-5/3/2023)**

Tran Date	Where Used	District Card Name	Amount
05/01/2023	Menards Wausau Wi, Wausau, WI, 54401, US	HOFFMAN, AARON	1,048.99
05/01/2023	Concourse Hotel, Madison, WI, 53703, US	NYE, CASEY	500.00
05/01/2023	Amzn Mktp US Hm07l6el0, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	379.06
05/01/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	RAVEY, TRACY	311.70
05/01/2023	Tine & Cellar, Schofield, WI, 54476, US	MULL, AARON	240.30
05/01/2023	Pick N Save #406, Schofield, WI, 54476, US	HART, BETSY	165.05
05/01/2023	Wal-Mart #2127, Wausau, WI, 54401, US	HART, BETSY	156.44
05/01/2023	Amazon Prime Hm29e5cz1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	139.00
05/01/2023	Nueskes At Gullivers L, Wausau, WI, 54401, US	JAKUBEK, JACQUE	120.00
05/01/2023	Pick N Save #406, Schofield, WI, 54476, US	KAMPMANN, KEVIN	83.65
05/01/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	62.46
05/01/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	49.98
05/01/2023	Amzn Mktp US Hm2t81f81, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	46.26
05/01/2023	Daves County Market, Merrill, WI, 54452, US	SABEY, RENA	41.11
05/01/2023	Amzn Mktp US Hm3z34jw1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	14.99
05/01/2023	Kwik Trip 78700007872, Weston, WI, 54476-0000, US	MULLALEY, JESSICA	10.48
05/01/2023	Southside Tire Schofie, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	478.44
05/01/2023	The Broadmoor Lodging, Colorado Spri, CO, 80906, US	SPETS, MATT	423.49
05/01/2023	Samsclub #6535, Wausau, WI, 54401, US	KAMPMANN, KEVIN	163.98
05/01/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	WELLER, JULIE	136.45
05/01/2023	Sconnis Alehouse And E, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	126.05
05/01/2023	Target 00003640, Schofield, WI, 54476, US	LEHMAN, GINA	124.20
05/01/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	KEMP, JANE	54.59
05/01/2023	Delta 00642584961535, Denver, CO, 30354-1989, US	SPETS, MATT	30.00
05/01/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	WELLER, JULIE	10.28
05/02/2023	Hoo Hootsuite Inc, Houston, TX, 77043, US	SUCKOW, ELLEN	2,988.00
05/02/2023	Tds Telecom, Madison, WI, 53717, US	RAVEY, TRACY	116.33
05/02/2023	Bestbuycom806759051365, 888bestbuy, MN, 55423, US	RAVEY, TRACY	63.83
05/02/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	35.15
05/02/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	33.71
05/02/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	33.05
05/02/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	30.59
05/02/2023	Amzn Mktp US Hm8ga1mf2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	26.37
05/02/2023	4imprint, Inc, 4imprint.Com, WI, 54901, US	JABLONSKI, JAMIE A	455.37
05/02/2023	Alamo Rent-A-Car Renta, 833-8285714, CO, 80249, US	SPETS, MATT	13.99
05/03/2023	Delta 00621052533216, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	538.85
05/03/2023	Delta 00621052533205, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	538.85
05/03/2023	Delta 00621052533194, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	538.85
05/03/2023	Delta 00621052533183, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	538.85
05/03/2023	Delta 00621052533172, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	538.85
05/03/2023	Delta 00621052533161, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	538.85
05/03/2023	Delta 00621052533150, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	538.85
05/03/2023	Delta 00621052533146, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	538.85
05/03/2023	Bosslaser, Sanford, FL, 32771, US	HOFFMAN, AARON	869.00
05/03/2023	Pick N Save 5406, Schofield, WI, 54476, US	RITGER, MIRANDA	349.29
05/03/2023	Aldi 64098, Weston, WI, 54476, US	OBOIKOVITZ, MALLORY	260.83
05/03/2023	Festival Foods Westo, Weston, WI, 54476, US	JAKUBEK, JACQUE	139.00
05/03/2023	Panera Bread #601700 O, 715-261-2217, WI, 54401, US	KAMPMANN, KEVIN	67.48
05/03/2023	Amzn Mktp US Hm95n85m1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	52.96
05/03/2023	Hobby-Lobby #516, Wausau, WI, 54401, US	HART, BETSY	47.43
05/03/2023	Hobby-Lobby #516, Wausau, WI, 54401, US	ABEL, SCOT	28.71

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(4/10/2023-5/3/2023)**

Tran Date	Where Used	District Card Name	Amount
05/03/2023	Menards Wausau Wi, Wausau, WI, 54401, US	ABEL, SCOT	20.59
05/03/2023	Delta 00621052533135, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	538.85
05/03/2023	Awl Pearson Education, Prsoncs.Com, NJ, 07458, US	WELLER, JULIE	175.00
05/03/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	30.42
05/03/2023	Target 00003640, Schofield, WI, 54476, US	THOMPSON, KELLY	25.43
05/03/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	24.40
05/03/2023	Msp Airp Leeann Chin 1, Saint Paul, MN, 55111-3002, US	LINDELL, JEFF	16.77
05/03/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	BAUDHUIN, LATICIA	10.00
05/03/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	BAUDHUIN, LATICIA	10.00
05/03/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	BAUDHUIN, LATICIA	10.00
05/03/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	BAUDHUIN, LATICIA	10.00
05/03/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	BAUDHUIN, LATICIA	10.00
05/03/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	BAUDHUIN, LATICIA	10.00
05/03/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	BAUDHUIN, LATICIA	10.00
05/03/2023	Weston Hardware, Weston, WI, 54476, US	HERNING, CODY	5.99
			102,014.12

Account Level		Beginning	2022-23	2022-23	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 A 000 000 711000 000 000 000	GENERAL FUND/CL Cash	-3,039,106.37	134,216,778.45	128,338,415.39	2,839,256.69
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	30,095,796.14	30,095,796.14	0.00
10 A 000 000 711105 000 000 000	GENERAL FUND/A/ A/P ACH Cash Clearing Account	0.00	46,356.67	46,356.67	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PE PETTY CASH	980.00	200.00	0.00	1,180.00
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	20,777,612.02	109,464,912.50	111,706,062.29	18,536,462.23
10 A 000 000 712001 000 000 000	GENERAL FUND/CD E-COMMERCE CASH ACCOUNT	0.00	3.61	3.57	0.04
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	500,763.29	14,400.74	0.00	515,164.03
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	6,790,595.03	20,949,893.32	20,142,775.47	7,597,712.88
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	193,024.47	0.01	193,024.48	0.00
10 A 000 000 713207 000 000 000	GENERAL FUND/SC SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713208 000 000 000	GENERAL FUND/FO FOUNDATION RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713210 000 000 000	GENERAL FUND/TR TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10 A 000 000 714100 000 000 000	GENERAL FUND/DU Due From Other Funds	0.00	0.00	0.00	0.00
10 A 000 000 715100 000 000 000	GENERAL FUND/DU DUE FROM LOCAL GOVERNMENTS	0.00	0.00	0.00	0.00
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	0.00	0.00	0.00	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	242,634.04	0.00	242,634.04	0.00
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	1,882,759.92	0.00	1,882,759.92	0.00
10 A 000 000 716000 000 000 000	GENERAL FUND/IN INVENTORY	45,737.22	0.00	45,737.22	0.00
10 A 000 000 717000 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	181,385.58	93,854.55	156,049.45	119,190.68
10 A 000 000 717001 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	0.00	0.00	0.00	0.00
10 A 000 000 751000 000 000 000	GENERAL FUND/FI FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10 A 000 000 753000 000 000 000	GENERAL FUND/FI FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10 A 000 000 754000 000 000 000	GENERAL FUND/FI FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10 A 000 000 754100 000 000 000	GENERAL FUND/EQ FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10 L 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 L 000 000 811100 000 000 000	GENERAL FUND/TE TEMPORARY NOTES PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-1,040,316.98	19,397,442.63	18,357,125.65	0.00
10 L 000 000 811555 000 000 000	GENERAL FUND/AP AP P-CARD	0.00	0.00	0.00	0.00
10 L 000 000 811558 000 000 000	GENERAL FUND/AP AP STAPLES	0.00	0.00	0.00	0.00
10 L 000 000 811610 000 000 000	GENERAL FUND/ME MEDICARE TAX	-52,332.79	1,137,707.31	1,085,374.52	0.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-224,198.67	4,861,686.19	4,637,487.52	0.00
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	2,564,576.14	2,564,576.14	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-78,102.20	1,399,379.20	1,321,277.00	0.00
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-702,219.40	5,841,199.33	5,785,992.89	-647,012.96
10 L 000 000 811622 000 000 000	GENERAL FUND/HD HDHP - 4K / 8K	0.00	0.00	0.00	0.00
10 L 000 000 811624 000 000 000	GENERAL FUND/HD HDHP - 40 PLAN	0.00	0.00	0.00	0.00
10 L 000 000 811626 000 000 000	GENERAL FUND/HS HSA - EMPLOYEE DEDUCTIONS	-100.00	555.76	455.76	0.00
10 L 000 000 811628 000 000 000	GENERAL FUND/HS HSA - EMPLOYER CONTRIBUTIONS	0.00	400.00	400.00	0.00
10 L 000 000 811630 000 000 000	GENERAL FUND/DE DENTAL - PPO CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811631 000 000 000	GENERAL FUND/HE HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00

Fd T Loc		Obj Func		Prj DeptJob		Account Level		Beginning	2022-23		Ending
Fd T Loc		Obj Fu		Description		Balance	FYTD Debits	FYTD Credits	Balance		
10	L	000	000	811632	000 000 000	GENERAL FUND/DE	DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10	L	000	000	811633	000 000 000	GENERAL FUND/DI	DISABILITY INS DEDUCTION	-9,351.70	121,295.24	116,523.01	-4,579.47
10	L	000	000	811634	000 000 000	GENERAL FUND/SP	SPOUSE/DEP'T LIFE INSURANCE	-2,052.44	9,303.10	9,884.04	-2,633.38
10	L	000	000	811635	000 000 000	GENERAL FUND/DE	DEPENDENT CARE - CHPT125	-11,235.09	92,588.13	90,419.44	-9,066.40
10	L	000	000	811636	000 000 000	GENERAL FUND/DE	DENTAL-PPO CHAPTER 125	0.00	0.00	0.00	0.00
10	L	000	000	811637	000 000 000	GENERAL FUND/HE	HEALTH-CHAPTER 125	0.00	0.00	0.00	0.00
10	L	000	000	811638	000 000 000	GENERAL FUND/DE	DENTAL-CHAPTER 125	0.00	0.00	0.00	0.00
10	L	000	000	811639	000 000 000	GENERAL FUND/AD	ADDITIONAL LIFE INSURANCE	-442.81	79,354.96	82,605.82	-3,693.67
10	L	000	000	811640	000 000 000	GENERAL FUND/UN	UNITED WAY	0.00	15,247.70	15,247.70	0.00
10	L	000	000	811641	000 000 000	GENERAL FUND/OT	OTHER MEDICAL - CHPT 125	0.00	0.00	0.00	0.00
10	L	000	000	811642	000 000 000	GENERAL FUND/EB	EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00
10	L	000	000	811643	000 000 000	GENERAL FUND/HE	HEALTH INS. - SELF PAY - COBRA	0.00	1,757.27	91,180.65	-89,423.38
10	L	000	000	811644	000 000 000	GENERAL FUND/DE	DENTAL INS. - SELF PAY - COBRA	0.00	222.81	14,585.41	-14,362.60
10	L	000	000	811645	000 000 000	GENERAL FUND/LI	LIFE INS - EMPLOYER CONTRIBUTI	-21,164.23	84,914.39	82,764.83	-19,014.67
10	L	000	000	811647	000 000 000	GENERAL FUND/LI	LIMITED FLEX PLAN-CHAPTER 125	-1,371.07	1,371.07	0.00	0.00
10	L	000	000	811648	000 000 000	GENERAL FUND/SU	SUPPLEMENTAL LIFE INSURANCE	-3,280.53	36,444.61	38,733.11	-5,569.03
10	L	000	000	811650	000 000 000	GENERAL FUND/UN	UNION DUES DEDUCTION	0.00	0.00	0.00	0.00
10	L	000	000	811652	000 000 000	GENERAL FUND/GR	GREENHECK FIELDHOUSE MEMBERSHP	0.00	0.00	0.00	0.00
10	L	000	000	811655	000 000 000	GENERAL FUND/V	V VISION PLAN (DELTA)	333.03	41,152.47	38,591.25	2,894.25
10	L	000	000	811656	000 000 000	GENERAL FUND/V	V SHORT TERM DISABILITY	7,925.32	64,634.20	67,096.90	5,462.62
10	L	000	000	811665	000 000 000	GENERAL FUND/RO	ROTH 403(B)	0.00	49,651.75	49,651.75	0.00
10	L	000	000	811670	000 000 000	GENERAL FUND/TS	TSA'S	0.00	833,599.19	833,599.19	0.00
10	L	000	000	811673	000 000 000	GENERAL FUND/RE	RETIREE HEALTH	0.00	0.00	0.00	0.00
10	L	000	000	811674	000 000 000	GENERAL FUND/RE	RETIREE DENTAL	0.00	0.00	0.00	0.00
10	L	000	000	811675	000 000 000	GENERAL FUND/RE	RETIREE LIFE	0.00	0.00	0.00	0.00
10	L	000	000	811697	000 000 000	GENERAL FUND/CH	CHAMBER GIFT CERTIFICATES	0.00	10,250.00	10,250.00	0.00
10	L	000	000	811699	000 000 000	GENERAL FUND/MI	MISCELLANEOUS DEDUCTION	0.00	46,440.89	46,440.89	0.00
10	L	000	000	811700	000 000 000	GENERAL FUND/IN	INTEREST PAYABLE	0.00	0.00	0.00	0.00
10	L	000	000	811810	000 000 000	GENERAL FUND/NE	NET PAYROLL PAYABLE (CHECKS)	0.00	0.00	0.00	0.00
10	L	000	000	811815	000 000 000	GENERAL FUND/NE	NET EFT PAYABLE	0.00	50,335,235.27	50,335,235.27	0.00
10	L	000	000	811820	000 000 000	GENERAL FUND/VO	VOUCHERS PAYABLE	-3,669,388.74	3,669,388.74	0.00	0.00
10	L	000	000	812000	000 000 000	GENERAL FUND/DU	Due To Other Funds	0.00	0.00	0.00	0.00
10	L	000	000	815100	000 000 000	GENERAL FUND/SE	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
10	L	000	000	815110	000 000 000	GENERAL FUND/DI	SF DENTAL PREMIUMS - DISTRICT	-86,467.37	103.05	342,569.69	-428,934.01
10	L	000	000	815120	000 000 000	GENERAL FUND/EM	SF DENTAL PREMIUMS - EMPLOYEE	0.00	363.86	86,421.63	-86,057.77
10	L	000	000	815901	000 000 000	GENERAL FUND/OP	OPEB 73	0.00	0.00	740,968.00	-740,968.00
10	L	000	000	816000	000 000 000	GENERAL FUND/DE	DEFERRED REVENUES	0.00	0.00	0.00	0.00
10	L	000	000	816200	000 000 000	GENERAL FUND/DE	DEFERRED REVENUE STATE AID	0.00	0.00	0.00	0.00
10	L	000	000	816903	000 000 000	GENERAL FUND/DE	DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00
10	L	000	000	816905	000 000 000	GENERAL FUND/DE	DEFERRED REVENUE-MISC. ICE USE	0.00	0.00	0.00	0.00

Account Level		Beginning	2022-23		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 816909 000 000 000	GENERAL FUND/DE DEFERRED REVENUE H.S. HOCKEY	0.00	0.00	0.00	0.00
10 L 000 000 816910 000 000 000	GENERAL FUND/DE DEF. REV. - IN TECH	0.00	0.00	0.00	0.00
10 L 000 000 816999 000 000 000	GENERAL FUND/OT DEFERRED REVENUE- OTHER GRANTS	0.00	0.00	0.00	0.00
10 L 000 000 817100 000 000 000	GENERAL FUND/HE HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817101 000 000 000	GENERAL FUND/SE HEALTH INS. PREMIUM PAYABLE	-1,208,388.34	9,034,745.74	8,576,903.79	-750,546.39
10 L 000 000 817150 000 000 000	GENERAL FUND/HR HRA PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817200 000 000 000	GENERAL FUND/DE DENTAL-CLAIMS PAYABLE	-46,000.00	788,154.39	360,849.68	381,304.71
10 L 000 000 819107 000 000 000	GENERAL FUND/CO CONF ROOM A - ED IMPROVEMENT	0.00	0.00	0.00	0.00
10 L 000 000 842300 000 000 000	GENERAL FUND/LO LONG TERM BONDS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 842350 000 000 000	GENERAL FUND/38 38 FUND TAXABLE BONDS	0.00	0.00	0.00	0.00
10 Q 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 Q 000 000 911000 000 000 000	GENERAL FUND/FI FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00
10 Q 000 000 912000 000 000 000	GENERAL FUND/FI FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00
10 Q 000 000 914000 000 000 000	GENERAL FUND/FI FIXED ASSETS-ACCUM DEPRECIATIO	0.00	0.00	0.00	0.00
10 Q 000 000 916000 000 000 000	GENERAL FUND/FI FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00
10 Q 000 000 931000 000 000 000	GENERAL FUND/FU FUND BALANCE-RESERVED	0.00	66,245,915.80	66,479,657.19	-233,741.39
10 Q 000 000 931700 000 000 000	GENERAL FUND/FU FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00
10 Q 000 000 932000 000 000 000	GENERAL FUND/FU FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
10 Q 000 000 936110 000 000 000	GENERAL FUND/SE FUND BALANCE - SELF INSURANCE	-86,467.37	0.00	0.00	-86,467.37
10 Q 000 000 936120 000 000 000	GENERAL FUND/Co CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
10 Q 000 000 936130 000 000 000	GENERAL FUND/UN UNSPENT COMMON SCHOOL LIBRARY	-20,380.69	527,509.90	546,290.61	-39,161.40
10 Q 000 000 936320 000 000 000	GENERAL FUND/De DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
10 Q 000 000 936500 000 000 000	GENERAL FUND/Fo FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
10 Q 000 000 936900 000 000 000	GENERAL FUND/FD FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
10 Q 000 000 938900 000 000 000	GENERAL FUND/As ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10 Q 000 000 939200 000 000 000	GENERAL FUND/CA WORKING CAPITAL (CASH FLOW)	-20,321,383.13	119,238,761.99	125,754,775.10	-26,837,396.24
10 Q 000 000 939900 000 000 000	GENERAL FUND/Un UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10 - - - - -		0.00	581,413,549.07	581,413,549.07	0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Beginning	2022-23		Ending
								Description	Balance	FYTD Debits	FYTD Credits	Balance
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI CASH	-312,460.43	5,600,934.81	10,844,724.50	-5,556,250.12
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI PAYROLL CLEARANCE ACCOUNT	0.00	8,931,143.70	8,931,143.70	0.00
27	A	000	000	711105	000	000	000	SPECIAL EDUCATI A/P ACH CASH ACCOUNT INTERCITY	0.00	6,049.49	6,049.49	0.00
27	A	000	000	712000	000	000	000	SPECIAL EDUCATI INVESTMENTS	0.00	5,176,641.78	5,176,641.78	0.00
27	A	000	000	713200	000	000	000	SPECIAL EDUCATI ACCOUNTS RECEIVABLE	48,836.83	0.00	48,836.83	0.00
27	A	000	000	714100	000	000	000	SPECIAL EDUCATI Due From Other Funds	0.00	0.00	0.00	0.00
27	A	000	000	715420	000	000	000	SPECIAL EDUCATI DUE FROM CESA	0.00	0.00	0.00	0.00
27	A	000	000	715500	000	000	000	SPECIAL EDUCATI DUE FROM STATE GOVERNMENT	72,177.28	0.00	72,177.28	0.00
27	A	000	000	715600	000	000	000	SPECIAL EDUCATI DUE FROM FED GOVERNMENT	1,315,701.12	75,778.89	1,391,480.01	0.00
27	L	000	000	000000	000	000	000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27	L	000	000	811200	000	000	000	SPECIAL EDUCATI ACCOUNTS PAYABLE	-119,470.80	1,016,605.47	897,134.67	0.00
27	L	000	000	811558	000	000	000	SPECIAL EDUCATI AP STAPLES	0.00	0.00	0.00	0.00
27	L	000	000	811610	000	000	000	SPECIAL EDUCATI MEDICARE TAX	-10,048.92	10,048.92	0.00	0.00
27	L	000	000	811611	000	000	000	SPECIAL EDUCATI SOCIAL SECURITY TAX	-42,967.53	42,967.53	0.00	0.00
27	L	000	000	811620	000	000	000	SPECIAL EDUCATI RETIREMENT DEDUCTION	-45,952.74	45,952.74	0.00	0.00
27	L	000	000	811628	000	000	000	SPECIAL EDUCATI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
27	L	000	000	811630	000	000	000	SPECIAL EDUCATI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
27	L	000	000	811633	000	000	000	SPECIAL EDUCATI DISABILITY INS DEDUCTION	-2,119.11	2,119.11	0.00	0.00
27	L	000	000	811645	000	000	000	SPECIAL EDUCATI LIFE INS - EMPLOYER CONTRIBUTI	-1,121.57	1,121.57	0.00	0.00
27	L	000	000	811815	000	000	000	SPECIAL EDUCATI NET EFT PAYABLE	0.00	10,637,240.55	10,637,240.55	0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATI VOUCHERS PAYABLE	-707,084.77	707,084.77	0.00	0.00
27	L	000	000	812000	000	000	000	SPECIAL EDUCATI Due To Other Funds	0.00	0.00	0.00	0.00
27	L	000	000	815100	000	000	000	SPECIAL EDUCATI SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
27	L	000	000	815110	000	000	000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27	L	000	000	817101	000	000	000	SPECIAL EDUCATI SECURITY PREMIUM PAYABLE	-185,489.36	185,489.36	0.00	0.00
27	L	000	000	817150	000	000	000	SPECIAL EDUCATI HRA PAYABLE	0.00	0.00	0.00	0.00
27	L	000	000	817200	000	000	000	SPECIAL EDUCATI DENTAL - CLAIMS PAYABLE	-10,000.00	10,000.00	0.00	0.00
27	Q	000	000	000000	000	000	000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27	Q	000	000	931000	000	000	000	SPECIAL EDUCATI FUND BALANCE - RESERVED	0.00	14,020,707.95	14,031,929.18	-11,221.23
27	Q	000	000	932000	000	000	000	SPECIAL EDUCATI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
27	Q	000	000	936120	000	000	000	SPECIAL EDUCATI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
27	Q	000	000	936320	000	000	000	SPECIAL EDUCATI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
27	Q	000	000	936500	000	000	000	SPECIAL EDUCATI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	936900	000	000	000	SPECIAL EDUCATI FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
27	Q	000	000	938900	000	000	000	SPECIAL EDUCATI ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	939200	000	000	000	SPECIAL EDUCATI WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
27	Q	000	000	939900	000	000	000	SPECIAL EDUCATI UNASSIGNED FUND BALANCE	0.00	24,104,463.71	18,536,992.36	5,567,471.35
27	-	-	-	-	-	-	-		0.00	70,574,350.35	70,574,350.35	0.00

		Account Level		Beginning	2022-23	2022-23	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance	
50 A 000 000 711000 000 000 000	FOOD SERVICE FU	CASH	2,391,472.54	2,957,058.75	3,638,490.31	1,710,040.98	
50 A 000 000 711100 000 000 000	FOOD SERVICE FU	PAYROLL CLEARANCE ACCOUNT	0.00	1,475,804.86	1,475,804.86	0.00	
50 A 000 000 711105 000 000 000	FOOD SERVICE FU	A/P ACH CASH ACCOUNT INTERCITY	0.00	1,125.84	1,125.84	0.00	
50 A 000 000 711200 000 000 000	FOOD SERVICE FU	PETTY CASH	93.00	677.00	93.00	677.00	
50 A 000 000 712000 000 000 000	FOOD SERVICE FU	INVESTMENTS	0.00	1,695,215.86	1,695,215.86	0.00	
50 A 000 000 712001 000 000 000	FOOD SERVICE FU	FS INTERNET CASH ACCOUNT	0.00	4,917.09	4,915.79	1.30	
50 A 000 000 713200 000 000 000	FOOD SERVICE FU	ACCOUNTS RECEIVABLE	4,446.75	4,915.00	9,361.75	0.00	
50 A 000 000 713300 000 000 000	FOOD SERVICE FU	INTEREST RECEIVABLE	0.00	0.79	0.79	0.00	
50 A 000 000 714100 000 000 000	FOOD SERVICE FU	Due From Other Funds	0.00	0.00	0.00	0.00	
50 A 000 000 715500 000 000 000	FOOD SERVICE FU	DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00	
50 A 000 000 715600 000 000 000	FOOD SERVICE FU	DUE FROM FEDERAL FUNDS	94,060.38	0.00	94,060.38	0.00	
50 L 000 000 000000 000 000 000	FOOD SERVICE FU		0.00	0.00	0.00	0.00	
50 L 000 000 811200 000 000 000	FOOD SERVICE FU	ACCOUNTS PAYABLE	-158,453.58	1,850,252.69	1,691,799.11	0.00	
50 L 000 000 811558 000 000 000	FOOD SERVICE FU	AP STAPLES	0.00	0.00	0.00	0.00	
50 L 000 000 811610 000 000 000	FOOD SERVICE FU	MEDICARE TAX	-393.87	393.87	0.00	0.00	
50 L 000 000 811611 000 000 000	FOOD SERVICE FU	SOCIAL SECURITY TAX	-4,350.86	4,350.86	0.00	0.00	
50 L 000 000 811620 000 000 000	FOOD SERVICE FU	RETIREMENT DEDUCTION	-4,117.34	4,117.34	0.00	0.00	
50 L 000 000 811628 000 000 000	FOOD SERVICE FU	HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00	
50 L 000 000 811630 000 000 000	FOOD SERVICE FU	DENTAL PPO PLAN	0.00	0.00	0.00	0.00	
50 L 000 000 811633 000 000 000	FOOD SERVICE FU	DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00	
50 L 000 000 811645 000 000 000	FOOD SERVICE FU	LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00	
50 L 000 000 811815 000 000 000	FOOD SERVICE FU	NET EFT PAYABLE	0.00	1,537,305.42	1,537,305.42	0.00	
50 L 000 000 811820 000 000 000	FOOD SERVICE FU	VOUCHERS PAYABLE	-63,528.70	63,528.70	0.00	0.00	
50 L 000 000 812000 000 000 000	FOOD SERVICE FU	Due To Other Funds	0.00	0.00	0.00	0.00	
50 L 000 000 815000 000 000 000	FOOD SERVICE FU	DEPOSITS PAYABLE-FAMILY BALANC	0.00	0.00	0.00	0.00	
50 L 000 000 815100 000 000 000	FOOD SERVICE FU	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00	
50 L 000 000 815300 000 000 000	FOOD SERVICE FU	DUE TO STATE	0.00	0.00	0.00	0.00	
50 L 000 000 815900 000 000 000	FOOD SERVICE FU	Other Deposits Payable	-107,455.05	0.00	0.00	-107,455.05	
50 L 000 000 817101 000 000 000	FOOD SERVICE FU	SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00	
50 L 000 000 817150 000 000 000	FOOD SERVICE FU	HRA PAYABLE	0.00	0.00	0.00	0.00	
50 L 000 000 817200 000 000 000	FOOD SERVICE FU	DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00	
50 Q 000 000 000000 000 000 000	FOOD SERVICE FU		0.00	0.00	0.00	0.00	
50 Q 000 000 931000 000 000 000	FOOD SERVICE FU	FUND BALANCE - RESERVED	0.00	195,002.40	130,470.00	64,532.40	
50 Q 000 000 932000 000 000 000	FOOD SERVICE FU	FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00	
50 Q 000 000 936120 000 000 000	FOOD SERVICE FU	CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00	
50 Q 000 000 936320 000 000 000	FOOD SERVICE FU	DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00	
50 Q 000 000 936500 000 000 000	FOOD SERVICE FU	FOOD SERVICE FUND BALANCE	-2,151,773.27	3,912,403.07	3,428,426.43	-1,667,796.63	
50 Q 000 000 936900 000 000 000	FOOD SERVICE FU	FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00	
50 Q 000 000 938900 000 000 000	FOOD SERVICE FU	ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00	
50 Q 000 000 939200 000 000 000	FOOD SERVICE FU	WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00	

Account Level										Beginning	2022-23	2022-23	Ending				
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
50	Q	000	000	939900	000	000	000	FOOD	SERVICE	FU			UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50	-	---	---	-----	---	---	---							0.00	13,707,069.54	13,707,069.54	0.00

		Account Level		Beginning	2022-23	2022-23	Ending										
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
80	A	000	000	711000	000	000	000						COMMUNITY SERVI CASH	203,951.02	1,583,025.68	1,580,891.70	206,085.00
80	A	000	000	711001	000	000	000						COMMUNITY SERVI COMM. SERV. MINIMUM BALANCE RQ	250.00	0.00	0.00	250.00
80	A	000	000	711100	000	000	000						COMMUNITY SERVI PAYROLL CLEARANCE ACCOUNT	0.00	780,197.92	780,197.92	0.00
80	A	000	000	711105	000	000	000						COMMUNITY SERVI A/P ACH CASH ACCOUNT INTERCITY	0.00	7,829.25	7,829.25	0.00
80	A	000	000	711200	000	000	000						COMMUNITY SERVI PETTY CASH	1,030.00	0.00	0.00	1,030.00
80	A	000	000	711300	000	000	000						COMMUNITY SERVI HOLDING ACCOUNT - CASH	0.00	0.00	0.00	0.00
80	A	000	000	712000	000	000	000						COMMUNITY SERVI INVESTMENTS	0.00	6,758.25	6,758.25	0.00
80	A	000	000	713100	000	000	000						COMMUNITY SERVI TAXES RECEIVABLE	0.00	399,000.00	399,000.00	0.00
80	A	000	000	713200	000	000	000						COMMUNITY SERVI ACCOUNTS RECEIVABLE	136,298.14	7,358.25	143,656.39	0.00
80	A	000	000	713205	000	000	000						COMMUNITY SERVI RECEIVABLES - UNCOLLECTED GHF	2,404.00	0.00	2,404.00	0.00
80	A	000	000	714100	000	000	000						COMMUNITY SERVI Due From Other Funds	6,758.25	0.00	6,758.25	0.00
80	A	000	000	715600	000	000	000						COMMUNITY SERVI DUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.00	0.00
80	L	000	000	000000	000	000	000						COMMUNITY SERVI	0.00	0.00	0.00	0.00
80	L	000	000	811200	000	000	000						COMMUNITY SERVI ACCOUNTS PAYABLE	-156,128.58	721,990.76	565,862.18	0.00
80	L	000	000	811225	000	000	000						COMMUNITY SERVI CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00
80	L	000	000	811558	000	000	000						COMMUNITY SERVI AP STAPLES	0.00	0.00	0.00	0.00
80	L	000	000	811610	000	000	000						COMMUNITY SERVI MEDICARE TAX	-908.91	908.91	0.00	0.00
80	L	000	000	811611	000	000	000						COMMUNITY SERVI SOCIAL SECURITY TAX	-3,886.48	3,886.48	0.00	0.00
80	L	000	000	811620	000	000	000						COMMUNITY SERVI RETIREMENT DEDUCTION	-2,230.26	2,230.26	0.00	0.00
80	L	000	000	811628	000	000	000						COMMUNITY SERVI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
80	L	000	000	811630	000	000	000						COMMUNITY SERVI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
80	L	000	000	811633	000	000	000						COMMUNITY SERVI DISABILITY INSURANCE	0.00	0.00	0.00	0.00
80	L	000	000	811645	000	000	000						COMMUNITY SERVI LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00
80	L	000	000	811815	000	000	000						COMMUNITY SERVI NET EFT PAYABLE	0.00	913,731.57	913,731.57	0.00
80	L	000	000	811820	000	000	000						COMMUNITY SERVI VOUCHERS PAYABLE	-62,967.92	62,967.92	0.00	0.00
80	L	000	000	812000	000	000	000						COMMUNITY SERVI Due To Other Funds	0.00	0.00	0.00	0.00
80	L	000	000	816000	000	000	000						COMMUNITY SERVI	0.00	0.00	0.00	0.00
80	L	000	000	816900	000	000	000						COMMUNITY SERVI DEFER.REV.-SCHL.AGE CARE	-1,011.23	1,011.23	0.00	0.00
80	L	000	000	816901	000	000	000						COMMUNITY SERVI DEFERRED REV.-YOUTH ACTIV.FEES	-61,722.35	61,722.35	31,945.26	-31,945.26
80	L	000	000	816902	000	000	000						COMMUNITY SERVI DEFER.REV.-ADULT & FAMILY FEES	-1,645.63	1,645.63	0.00	0.00
80	L	000	000	816903	000	000	000						COMMUNITY SERVI DEFERRED REVENUE-VARIOUS CAMPS	-2,124.00	2,124.00	0.00	0.00
80	L	000	000	816904	000	000	000						COMMUNITY SERVI DEFERRED REVENUE PRESCHOOL FEE	0.00	0.00	0.00	0.00
80	L	000	000	816905	000	000	000						COMMUNITY SERVI DEFERRED REVENUE-OTHER ICE USE	0.00	0.00	0.00	0.00
80	L	000	000	816906	000	000	000						COMMUNITY SERVI DEFERRED REVENUE - CARE CORNER	0.00	0.00	0.00	0.00
80	L	000	000	816907	000	000	000						COMMUNITY SERVI DEFERRED REVENUE-POOL ACTIVITY	0.00	0.00	0.00	0.00
80	L	000	000	816908	000	000	000						COMMUNITY SERVI DEF.REV.-GHF BUILDING RENTAL	-978.41	978.41	9,921.96	-9,921.96
80	L	000	000	816909	000	000	000						COMMUNITY SERVI DEF.REV.- H.S. HOCKEY	-1,125.00	1,125.00	0.00	0.00
80	L	000	000	816911	000	000	000						COMMUNITY SERVI DEF.REV.-MEMBERSHIPS	-2,654.58	2,654.58	0.00	0.00
80	L	000	000	816913	000	000	000						COMMUNITY SERVI DEFERRED REVENUE-GHF CONCESSIO	-219.00	219.00	0.00	0.00
80	L	000	000	817101	000	000	000						COMMUNITY SERVI SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00

Account Level		Beginning	2022-23	2022-23	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
80 L 000 000 817200 000 000 000	COMMUNITY SERVI DENTAL CLAIMS PAYABLE	0.00	0.00	0.00	0.00
80 Q 000 000 000000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 Q 000 000 931000 000 000 000	COMMUNITY SERVI FUND BALANCE - RESERVED	0.00	233,313.44	233,313.44	0.00
80 Q 000 000 931896 000 000 000	COMMUNITY SERVI TOURNAMENT ACTIVITY	0.00	0.00	0.00	0.00
80 Q 000 000 932000 000 000 000	COMMUNITY SERVI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
80 Q 000 000 936120 000 000 000	COMMUNITY SERVI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
80 Q 000 000 936320 000 000 000	COMMUNITY SERVI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
80 Q 000 000 936500 000 000 000	COMMUNITY SERVI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 936900 000 000 000	COMMUNITY SERVI FUND BALANCE-RESTRICTED OTHER	-53,089.06	1,650,815.82	1,772,345.03	-174,618.27
80 Q 000 000 938900 000 000 000	COMMUNITY SERVI ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 939200 000 000 000	COMMUNITY SERVI WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
80 Q 000 000 939900 000 000 000	COMMUNITY SERVI UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 862 000 936900 000 120 000	COMMUNITY SERVI 3K PROGRAM EQUITY ACCOUNT	0.00	47,069.60	37,949.11	9,120.49
80 - - - - -		0.00	6,492,564.31	6,492,564.31	0.00

Fd T Loc Obj Func	Prj DeptJob	Fd T Loc Obj Fu	Account Level Description	Beginning Balance	2022-23 FYTD Debits	2022-23 FYTD Credits	Ending Balance
Grand Asset Totals				31,541,404.08	323,596,629.20	329,167,232.57	25,970,800.71
Grand Liability Totals				-8,908,310.56	118,414,940.39	112,068,152.25	-2,561,522.42
Grand Equity Totals				-22,633,093.52	230,175,963.68	230,952,148.45	-23,409,278.29
Grand Totals				0.00	672,187,533.27	672,187,533.27	0.00

Number of Accounts: 238

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00576	Transfer of Funds EOY	2022-2023	05/08/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		FROM NON-CAP To FOOD	10 E 200 440 241000 000 241 000		05/08/2023	0.00	1,200.00
2		To FOOD Fram NON-CAP	10 E 200 415 221300 000 241 000		05/08/2023	1,200.00	0.00
3		FROM FIELD TRIP To GENERAL SUPPLY	10 E 200 341 256770 000 241 000		05/08/2023	0.00	3,000.00
4		To GENERAL SUPPLY FROM FIELD TRIP	10 E 200 411 241000 000 241 000		05/08/2023	3,000.00	0.00
TOTALS						4,200.00	4,200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00575	to cover airline ticker for Miranda R	2022-2023	05/08/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover airline ticker for Miranda R	10 E 809 440 136000 577 809 000		05/08/2023	0.00	479.21
2		to cover airline ticker for Miranda R	10 E 809 342 136000 577 809 000		05/08/2023	479.21	0.00
TOTALS						479.21	479.21

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00574	to cover reimbursement for Bryan Foster	2022-2023	05/08/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Bryan Foster	10 E 400 440 126000 000 126 000		05/08/2023	0.00	6.51
2		to cover reimbursement for Bryan Foster	10 E 400 450 126000 000 126 000		05/08/2023	6.51	0.00
TOTALS						6.51	6.51

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00573	funds moved from Unit 3 supplies to Unit 3 fi	2022-2023	05/08/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds moved from Unit 3 supplies to Unit 3 field trips	10 E 104 411 110000 000 103 000		05/05/2023	0.00	115.00
2		funds moved from Unit 3 supplies to Unit 3 field trips	10 E 104 341 256770 000 103 000		05/05/2023	115.00	0.00
TOTALS						115.00	115.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00572	Money for STEAM kits	2022-2023	05/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Money for STEAM kits	10 E 104 360 222200 031 220 000		05/05/2023	0.00	317.98
2		Money for STEAM kits	10 E 104 482 222200 031 220 000		05/05/2023	317.98	0.00
TOTALS						317.98	317.98

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00571	To cover Licensure reimbursement	2022-2023	05/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover Licensure reimbursement	10 E 830 440 251000 000 251 000		05/05/2023	0.00	339.43
2		To cover Licensure reimbursement	10 E 830 310 221300 000 251 000		05/05/2023	339.43	0.00
TOTALS						339.43	339.43

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00570	TB - TRANSFER TO PAY FOR WOOD USED IN CANJO L	2022-2023	05/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB - TRANSFER TO PAY FOR WOOD USED IN CANJO LABS	10 E 400 450 126000 000 126 000		05/05/2023	0.00	75.00
2		TB - TRANSFER TO PAY FOR WOOD USED IN CANJO LABS	10 E 400 450 136610 000 136 000		05/05/2023	75.00	0.00
TOTALS						75.00	75.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00569	Transfer to cover purchases in food account	2022-2023	05/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover purchases in food account	80 E 861 940 253300 000 300 000		05/05/2023	0.00	400.00
2		Transfer to cover purchases in food account	80 E 861 415 300000 000 300 000	EMP FOOD	05/05/2023	400.00	0.00
TOTALS						400.00	400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00568	to cover FBLA conference for Jennifer Gipp	2022-2023	05/04/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover FBLA conference for Jennifer Gipp	10 E 400 341 256770 000 132 000		05/04/2023	0.00	100.00
2		to cover FBLA conference for Jennifer Gipp	10 E 400 310 132000 000 132 000		05/04/2023	100.00	0.00
TOTALS						100.00	100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00567	to cover Chad Thompson reimbursement	2022-2023	05/04/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Chad Thompson reimbursement	10 E 300 411 127000 000 127 000		05/04/2023	0.00	175.47
2		to cover Chad Thompson reimbursement	10 E 300 415 127000 000 127 000		05/04/2023	175.47	0.00
TOTALS						175.47	175.47

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00566	Pay for Hootsuite for Rothmeyer	2022-2023	05/04/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Hootsuite payment	10 E 810 940 232000 000 232 000		05/04/2023	0.00	3,000.00
2		Hootsuite payment	10 E 810 480 232000 000 232 000		05/04/2023	3,000.00	0.00
TOTALS						3,000.00	3,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00565	to cover Lamers invoice for Jodi Peterson	2022-2023	05/04/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Lamers invoice for Jodi Peterson	10 E 400 434 133000 000 133 000		05/04/2023	0.00	100.00
2		to cover Lamers invoice for Jodi Peterson	10 E 400 341 256770 000 133 000		05/04/2023	100.00	0.00
3		to cover Lamers invoice for Jodi Peterson	10 E 400 411 133000 000 133 000		05/04/2023	0.00	137.96
4		to cover Lamers invoice for Jodi Peterson	10 E 400 341 256770 000 133 000		05/04/2023	137.96	0.00
5		to cover Lamers invoice for Jodi Peterson	10 E 400 415 133000 000 133 000		05/04/2023	0.00	59.98
6		to cover Lamers invoice for Jodi Peterson	10 E 400 341 256770 000 133 000		05/04/2023	59.98	0.00
TOTALS						297.94	297.94

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00564	BUDGET TRANSFER TO COVER EAP SERVICES EXPENSE	2022-2023	05/04/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		BUDGET TRANSFER TO COVER EAP SERVICES EXPENSE	10 E 830 730 270000 000 251 000		05/04/2023	0.00	4,450.00
2		BUDGET TRANSFER TO COVER EAP SERVICES EXPENSE	10 E 836 310 264100 000 264 000		05/04/2023	4,450.00	0.00
TOTALS						4,450.00	4,450.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00563	funds for Adv Day	2022-2023	05/04/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for Adv Day	10 E 300 354 120000 000 241 000		05/04/2023	0.00	6,000.00
2		funds for Adv Day	10 E 300 341 256770 000 241 000		05/04/2023	6,000.00	0.00
TOTALS						6,000.00	6,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00562	Tr funds to cover bus expenses for 4th and 5t	2022-2023	05/03/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr funds to cover bus expenses for field trips	10 E 108 140 110000 000 809 207		05/03/2023	0.00	640.00
2		Tr funds to cover bus expenses for field trips	10 E 108 341 256770 000 103 000		05/03/2023	872.28	0.00
3		Tr funds to cover bus expenses for field trips	10 E 108 481 110000 000 103 000		05/03/2023	0.00	232.28
TOTALS						872.28	872.28

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00561	to cover reimbursement mileage for Bryan Fost	2022-2023	05/03/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement mileage for Bryan Foster	10 E 400 411 126000 000 126 000		05/03/2023	0.00	9.96
2		to cover reimbursement mileage for Bryan Foster	10 E 400 342 126000 000 126 000		05/03/2023	9.96	0.00
TOTALS						9.96	9.96

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00559	to cover Heid Invoice #3295893 for Lisa Phale	2022-2023	05/02/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heid Invoice #3295893 for Lisa Phalen	10 E 200 310 125001 000 125 000		05/02/2023	0.00	197.00
2		to cover Heid Invoice #3295893 for Lisa Phalen	10 E 200 440 125001 000 125 000		05/02/2023	197.00	0.00
TOTALS						197.00	197.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00558	to cover hogentogler for Marlee Mueller	2022-2023	05/02/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover hogentogler for Marlee Mueller	10 E 400 450 126000 000 126 000		05/02/2023	0.00	1,404.24
2		to cover hogentogler for Marlee Mueller	10 E 400 411 126000 000 126 000		05/02/2023	1,404.24	0.00
3		to cover hogentogler for Marlee Mueller	10 E 400 341 256770 000 126 000		05/02/2023	0.00	1,000.00
4		to cover hogentogler for Marlee Mueller	10 E 400 411 126000 000 126 000		05/02/2023	1,000.00	0.00
TOTALS						2,404.24	2,404.24

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00557	Reallocation of funds	2022-2023	05/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Info Technology	10 E 301 360 222200 031 220 000		05/01/2023	0.00	1,450.00
2		Non Capital Tech Hardware	10 E 301 482 222200 031 220 000		05/01/2023	1,450.00	0.00
TOTALS						1,450.00	1,450.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00556	to cover Heid invoice for Lisa Phalen	2022-2023	05/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heid invoice for Lisa Phalen	10 E 400 417 125001 000 125 000		04/28/2023	0.00	256.00
2		to cover Heid invoice for Lisa Phalen	10 E 400 440 125001 000 125 000		04/28/2023	256.00	0.00
TOTALS						256.00	256.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00555	to cover Heid invoice for Joe F	2022-2023	05/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heid invoice for Joe F	10 E 400 473 125003 000 125 000		04/28/2023	0.00	28.75
2		to cover Heid invoice for Joe F	10 E 400 411 125003 000 125 000		04/28/2023	28.75	0.00
TOTALS						28.75	28.75

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00554	to cover Heid invoice for Joe F	2022-2023	05/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heid invoice for Joe F	10 E 400 473 125002 000 125 000		04/28/2023	0.00	21.70
2		to cover Heid invoice for Joe F	10 E 400 411 125002 000 125 000		04/28/2023	21.70	0.00
TOTALS						21.70	21.70

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00553	to cover JW Pepper invoice for Julie Burgess	2022-2023	04/27/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover JW Pepper invoice for Julie Burgess	10 E 200 310 125004 000 125 000		04/27/2023	0.00	45.08
2		to cover JW Pepper invoice for Julie Burgess	10 E 200 473 125004 000 125 000		04/27/2023	45.08	0.00
TOTALS						45.08	45.08

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00552	to cover Jw Pepper Invoice for Lisa Phalen	2022-2023	04/27/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Jw Pepper Invoice for Lisa Phalen	10 E 200 310 125002 000 125 000		04/27/2023	0.00	29.97
2		to cover Jw Pepper Invoice for Lisa Phalen	10 E 200 473 125002 000 125 000		04/27/2023	29.97	0.00
TOTALS						29.97	29.97

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00551	to cover Flinn order for Marlee Mueller	2022-2023	04/27/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Flinn order for Marlee Mueller	10 E 400 440 126000 000 126 000		04/27/2023	0.00	782.09
2		to cover Flinn order for Marlee Mueller	10 E 400 411 126000 000 126 000		04/27/2023	782.09	0.00
TOTALS						782.09	782.09

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00550	to cover orders from Web and Amazon for Miran	2022-2023	04/26/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover orders from Web and Amazon for Miranda Ritger	10 E 400 440 135000 000 135 000		04/26/2023	0.00	307.51
2		to cover orders from Web and Amazon for Miranda Ritger	10 E 400 411 135000 000 135 000		04/26/2023	307.51	0.00
TOTALS						307.51	307.51

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00549	to cover Nafme membership for Joe F	2022-2023	04/26/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Nafme membership for Joe F	10 E 400 310 125001 000 125 000		04/26/2023	0.00	130.00
2		to cover Nafme membership for Joe F	10 E 400 940 125001 000 125 000		04/26/2023	130.00	0.00
TOTALS						130.00	130.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00548	to cover Kessenichh's invoice for Steve	2022-2023	04/26/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Kessenichh's invoice for Steve	10 E 200 342 126000 000 126 000		04/26/2023	0.00	6.99
2		to cover Kessenichh's invoice for Steve	10 E 200 411 126000 000 126 000		04/26/2023	6.99	0.00
3		to cover Kessenichh's invoice for Steve	10 E 200 417 126000 000 126 000		04/26/2023	0.00	1.62
4		to cover Kessenichh's invoice for Steve	10 E 200 411 126000 000 126 000		04/26/2023	1.62	0.00
TOTALS						8.61	8.61

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00547	Transfer to cover higher than anticipated cos	2022-2023	04/26/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated cost of psych scoring275809	27 E 809 411 215200 341 809 000		04/26/2023	200.00	0.00
2		Transfer to cover higher than anticipated cost of psych scoring	27 E 809 411 158000 341 809 000		04/26/2023	0.00	200.00
TOTALS						200.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00546	to cover invoices for Steve K	2022-2023	04/26/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover invoices for Steve K	10 E 400 310 136360 000 136 000		04/25/2023	0.00	357.35
2		to cover invoices for Steve K	10 E 400 411 136360 000 136 000		04/25/2023	357.35	0.00
3		to cover invoices for Steve K	10 E 400 440 136360 000 136 000		04/25/2023	0.00	1,387.54
4		to cover invoices for Steve K	10 E 400 411 136360 000 136 000		04/25/2023	1,387.54	0.00
TOTALS						1,744.89	1,744.89

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00545	to cover amazon order for Stacy Peterson	2022-2023	04/26/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover amazon order for Stacy Peterson	10 E 400 420 135000 000 135 000		04/25/2023	0.00	200.17
2		to cover amazon order for Stacy Peterson	10 E 400 411 135000 000 135 000		04/25/2023	200.17	0.00
TOTALS						200.17	200.17

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00544	to cover reimbursement for Chad Thompson	2022-2023	04/25/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Chad Thompson	10 E 300 411 127000 000 127 000		04/25/2023	0.00	15.08
2		to cover reimbursement for Chad Thompson	10 E 300 415 127000 000 127 000		04/25/2023	15.08	0.00
TOTALS						15.08	15.08

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00543	TB-TRANSFER TO CORRECT ACCT - 22-00539	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER TO CORRECT ACCT - 22-00539	10 E 300 411 123000 000 123 000		04/24/2023	5.28	0.00
2		TB-TRANSFER TO CORRECT ACCT - 22-00539	10 E 400 411 123000 000 123 000		04/24/2023	0.00	5.28
TOTALS						5.28	5.28

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00542	to cover super pump for Bryan Foster	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover super pump for Bryan Foster	10 E 400 434 126000 000 126 000		04/24/2023	0.00	52.95
2		to cover super pump for Bryan Foster	10 E 400 411 126000 000 126 000		04/24/2023	52.95	0.00
TOTALS						52.95	52.95

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00541	DC EVEREST EDUCATION FOUNDATION, INC REIMBUSE	2022-2023	04/24/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DC EVEREST EDUCATION FOUNDATION, INC REIMBUSEMENT	10 R 809 291 500000 000 000 000		04/24/2023	0.00	1,715.67
2		DC EVEREST EDUCATION FOUNDATION, IN REIMBUSEMENT	10 E 200 411 241000 000 241 000		04/24/2023	1,715.67	0.00
TOTALS						1,715.67	1,715.67

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00540	to cover Wave etching invoice for Scot Abel	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Wave etching invoice for Scot Abel	10 E 823 310 126241 000 210 000		04/24/2023	0.00	264.00
2		to cover Wave etching invoice for Scot Abel	10 E 823 411 126241 000 210 000		04/24/2023	264.00	0.00
TOTALS						264.00	264.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00539	to cover foods of Spain reading for Jennifer	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover foods of Spain reading for Jennifer K	10 E 300 417 123000 000 123 000		04/24/2023	0.00	5.28
2		to cover foods of Spain reading for Jennifer K	10 E 400 411 123000 000 123 000		04/24/2023	5.28	0.00
TOTALS						5.28	5.28

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00538	to cover overbudget for James Dahlgren	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover overbudget for James Dahlgren	10 E 809 440 136000 577 809 000		04/24/2023	0.00	1,008.00
2		to cover overbudget for James Dahlgren	10 E 809 341 136000 577 809 000		04/24/2023	1,008.00	0.00
TOTALS						1,008.00	1,008.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00537	to cover a book for Joe F	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover a book for Joe F	10 E 400 473 125002 000 125 000		04/24/2023	0.00	42.13
2		to cover a book for Joe F	10 E 400 411 125002 000 125 000		04/24/2023	42.13	0.00
TOTALS						42.13	42.13

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00536	to cover Dining services at UW Point	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Dining services at UW Point	10 E 400 411 124000 000 124 000		04/24/2023	0.00	100.75
2		to cover Dining services at UW Point	10 E 400 415 124000 000 124 000		04/24/2023	100.75	0.00
TOTALS						100.75	100.75

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00535	Transfer Account Balance to General Supply 00	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer money into General Supply account OOP	10 E 200 310 241000 000 241 000		04/21/2023	0.00	877.00
2		Money into General Supply account OOP	10 E 200 411 241000 000 241 000		04/21/2023	877.00	0.00
TOTALS						877.00	877.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00534	Transferring Account Balances to Cover ASPHAL	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer money to ASPHALT ACCOUNT to reach goal	10 E 200 310 241000 000 241 000		04/21/2023	0.00	252.88
2		ASPHALT ACCOUNT	10 E 200 310 110000 000 241 000		04/21/2023	252.88	0.00
TOTALS						252.88	252.88

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00533	Transferring Account Balances to Cover ASPHAL	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer account balance to ASPHALT account	10 E 200 342 241000 000 241 000		04/21/2023	0.00	4,901.81
2		ASPHALT ACCOUNT	10 E 200 310 110000 000 241 000		04/21/2023	4,901.81	0.00
TOTALS						4,901.81	4,901.81

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00532	Transferring Account Balances to Cover ASPHAL	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer account balance to ASPHALT account	10 E 200 310 221300 000 241 000		04/21/2023	0.00	3,600.00
2		ASPHALT ACCOOUNT	10 E 200 310 110000 000 241 000		04/21/2023	3,600.00	0.00
TOTALS						3,600.00	3,600.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00531	Transferring account balance to cover ASPHALT	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer Account Balance to ASPHALT account	10 E 200 354 120000 000 241 000		04/21/2023	0.00	12,538.00
2		ASPHALT ACCOUNT	10 E 200 310 110000 000 241 000		04/21/2023	12,538.00	0.00
TOTALS						12,538.00	12,538.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00530	Transferring account balances to cover Asphal	2022-2023	04/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer account balance to ASPHALT Account	10 E 200 411 110000 000 241 000		04/21/2023	0.00	3,707.31
2		ASPHALT ACCOUNT	10 E 200 310 110000 000 241 000		04/21/2023	3,707.31	0.00
TOTALS						3,707.31	3,707.31

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00529	Funds needed for golf ball purchase, general	2022-2023	04/21/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for golf ball purchase, general supplies	10 E 410 310 162000 000 160 000		04/21/2023	0.00	750.00
2		Funds needed for golf ball purchase, general supplies	10 E 410 411 162000 000 160 000		04/21/2023	750.00	0.00
TOTALS						750.00	750.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00528	FITNESS EQUIPMENT REPAIRS	2022-2023	04/21/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		APPAREL	80 E 861 420 393000 000 300 000		04/20/2023	0.00	2,380.87
2		EQUIPMENT REPAIR	80 E 861 460 253300 000 300 000		04/20/2023	2,380.87	0.00
TOTALS						2,380.87	2,380.87

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00527	Transfer to cover additional LGBTQ conference	2022-2023	04/21/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover additional LGBTQ conference for Lisa Morgan	10 E 809 310 264400 297 809 000		04/20/2023	145.00	0.00
2		Transfer to cover additional LGBTQ conference for Lisa Morgan	10 E 809 354 110000 297 809 000		04/20/2023	0.00	145.00
TOTALS						145.00	145.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00526	Transfer to cover higher than expected cost o	2022-2023	04/21/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than expected cost of psych scoring	27 E 809 411 156100 341 809 000		04/20/2023	0.00	200.00
2		Transfer to cover higher than expected cost of psych scoring	27 E 809 411 215200 341 809 000		04/20/2023	200.00	0.00
TOTALS						200.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00525	Transfer for paper - Over budget	2022-2023	04/21/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer for paper - Over budget	10 E 102 354 110000 000 241 000		04/20/2023	0.00	500.00
2		Transfer for paper - Over budget	10 E 102 417 110000 000 241 000		04/20/2023	500.00	0.00
TOTALS						500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00524	ABBY BANK GRANT	2022-2023	04/20/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		ABBY BANK GRANT	10 E 809 411 140000 000 809 000		04/20/2023	2,400.00	0.00
2		ABBY BANK GRANT	10 R 809 291 500000 000 000 000		04/20/2023	0.00	2,400.00
TOTALS						2,400.00	2,400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00523	To cover cheller travel expenses	2022-2023	04/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover cheller travel expenses	10 E 310 420 162000 000 160 000		04/20/2023	0.00	385.50
2		To cover cheller travel expenses	10 E 310 342 162000 000 160 000		04/20/2023	385.50	0.00
TOTALS						385.50	385.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00522	To Cover Dues and fees	2022-2023	04/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover track entry fees	10 E 310 420 162000 000 160 000		04/20/2023	0.00	18.50
2		to cover track entry fees	10 E 210 940 162000 000 160 000		04/20/2023	18.50	0.00
TOTALS						18.50	18.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00521	DECA International registration money needed	2022-2023	04/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Employee travel not needed.	10 E 400 342 133000 000 133 000		04/19/2023	0.00	1,318.00
2		DECA Internationals student registration fees	10 E 400 940 133000 000 133 000		04/19/2023	1,318.00	0.00
3		General supplies not needed.	10 E 400 411 133000 000 133 000		04/19/2023	0.00	307.00
4		DECA Internationals student registration fees	10 E 400 940 133000 000 133 000		04/19/2023	307.00	0.00
TOTALS						1,625.00	1,625.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00520	to cover Fishtank for Luke F	2022-2023	04/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Fishtank for Luke F	10 E 300 940 124000 000 124 000		04/19/2023	0.00	475.00
2		to cover Fishtank for Luke F	10 E 300 411 124000 000 124 000		04/19/2023	475.00	0.00
TOTALS						475.00	475.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00519	REI well monitoring of the old bus barn site	2022-2023	04/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		REI well monitoring of the old bus barn site for contaminated soil. Adding monitoring as requested by the DNR. \$33,900.00 (transfer to the correct account)	10 E 833 542 255300 000 254 000		04/19/2023	0.00	32,287.47
2		REI well monitoring of the old bus barn site for contaminated soil. Adding monitoring as requested by the DNR. \$33,900.00	10 E 833 310 254200 000 254 000		04/19/2023	32,287.47	0.00
TOTALS						32,287.47	32,287.47

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00518	EMC INSURANCE TRANSFER	2022-2023	04/19/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EMC INSURANCE PAYMENT	10 R 809 964 500000 000 000 000		04/19/2023	0.00	2,967.50
		EMC INSURANCE PAYMENT					
2		EMC INSURANCE PAYMENT	10 E 830 310 231500 000 251 000		04/19/2023	2,967.50	0.00
		EMC INSURANCE PAYMENT					
3		EMC INSURANCE PAYMENT	10 R 809 964 500000 000 000 000		04/19/2023	0.00	35,000.00
		EMC INSURANCE PAYMENT					
4		EMC INSURANCE PAYMENT	10 E 830 310 231500 000 251 000		04/19/2023	35,000.00	0.00
		EMC INSURANCE PAYMENT					
TOTALS						37,967.50	37,967.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00517	Transfer funds for negative balance	2022-2023	04/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer funds for negative balance	10 E 101 411 143000 000 140 000		04/19/2023	0.00	14.77
2		Transfer funds for negative balance	10 E 101 411 213200 000 213 000		04/19/2023	14.77	0.00
TOTALS						14.77	14.77

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00516	State for Joe F	2022-2023	04/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		State for Joe F	10 E 200 435 125001 000 125 000		04/19/2023	0.00	1.00
2		State for Joe F	10 E 200 940 125001 000 125 000		04/19/2023	1.00	0.00
TOTALS						1.00	1.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00515	to cover WSMA invoice for Joe F	2022-2023	04/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover WSMA invoice for Joe F	10 E 400 411 125001 000 125 000		04/19/2023	0.00	372.93
2		to cover WSMA invoice for Joe F	10 E 400 940 125001 000 125 000		04/19/2023	372.93	0.00
TOTALS						372.93	372.93

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00514	to cover negative balance	2022-2023	04/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover negative balance	10 E 200 440 136000 000 136 000		04/18/2023	0.00	19.00
2		to cover negative balance	10 E 200 411 136000 000 136 000		04/18/2023	19.00	0.00
TOTALS						19.00	19.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00513	to cover negative balance	2022-2023	04/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover negative balance	10 E 300 940 122000 000 122 000		04/18/2023	0.00	38.88
2		to cover negative balance	10 E 300 411 122000 000 122 000		04/18/2023	38.88	0.00
TOTALS						38.88	38.88

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00512	Transfer for paper	2022-2023	04/18/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer for paper	10 E 101 411 241000 000 241 000		04/18/2023	0.00	82.09
2		Transfer for paper	10 E 101 417 110000 000 241 000		04/18/2023	82.09	0.00
TOTALS						82.09	82.09

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00511	transfer funds to cover supplies for May Well	2022-2023	04/18/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer funds to cover supplies for May Wellness Month	10 E 400 490 213200 000 213 000		04/18/2023	0.00	250.00
2		transfer funds to cover supplies for May Wellness Month	10 E 400 341 256770 000 213 000		04/18/2023	0.00	200.00
3		transfer funds to cover supplies for May Wellness Month	10 E 400 411 213200 000 213 000		04/18/2023	450.00	0.00
TOTALS						450.00	450.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00510	Tr funds from dues and fees to paper to cover	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr funds from dues and fees (940) to paper (417) to cover paper expense	10 E 108 940 241000 000 241 000		04/17/2023	0.00	1,098.80
2		Tr funds from dues and fees (940) to paper (417) to cover paper expense	10 E 108 417 110000 000 241 000		04/17/2023	1,098.80	0.00
TOTALS						1,098.80	1,098.80

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00509	Reallocate from tech supplies to general supp	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Reallocate from tech supplies (481) to general supplies (411) to cover account shortage	10 E 108 481 110000 000 103 000		04/17/2023	0.00	267.72

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00509	Reallocate from tech supplies to general supp	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		Reallocate from tech supplies (481) to general supplies (411) to cover account shortage	10 E 108 411 110000 000 103 000		04/17/2023	267.72	0.00
TOTALS						267.72	267.72

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00508	to cover negative balance	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover negative balance	10 E 300 940 122000 000 122 000		04/17/2023	0.00	29.99
2		to cover negative balance	10 E 300 411 122000 000 122 000		04/17/2023	29.99	0.00
TOTALS						29.99	29.99

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00507	to cover Ron Aderholdt invoice for Scott Atki	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Ron Aderholdt invoice for Scott Atkinson	10 E 400 411 122600 000 125 000		04/17/2023	0.00	1,093.00
2		to cover Ron Aderholdt invoice for Scott Atkinson	10 E 400 325 122600 000 125 000		04/17/2023	1,093.00	0.00
TOTALS						1,093.00	1,093.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00506	transfer to pay performers at Multicultural F	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to pay performers at Multicultural Family Nights	10 E 809 310 221300 391 809 000		04/17/2023	0.00	2,000.00
2		transfer to pay performers at Multicultural Family Nights	10 E 809 310 219000 391 809 000		04/17/2023	2,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00505	to cover Ron Aderholdt invoice for Scott Atki	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Ron Aderholdt invoice for Scott Atkinson for moving lights	10 E 300 411 122600 000 125 000		04/17/2023	0.00	311.26

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00505	to cover Ron Aderholdt invoice for Scott Atki	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		to cover Ron Aderholdt invoice for Scott Atkinson for moving lights	10 E 300 325 122600 000 125 000		04/17/2023	311.26	0.00
TOTALS						311.26	311.26

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00504	to cover Rockler invoice for Chad P	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Rockler invoice for Chad P	10 E 400 310 136610 000 136 000		04/17/2023	0.00	343.61
2		to cover Rockler invoice for Chad P	10 E 400 411 136610 000 136 000		04/17/2023	343.61	0.00
3		to cover Rockler invoice for Chad P	10 E 400 440 136610 000 136 000		04/17/2023	0.00	128.20
4		to cover Rockler invoice for Chad P	10 E 400 411 136610 000 136 000		04/17/2023	128.20	0.00
TOTALS						471.81	471.81

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00503	to cover Heidi's reimbursement	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heidi's reimbursement	10 E 300 415 123000 000 123 000		04/17/2023	0.00	58.64
2		to cover Heidi's reimbursement	10 E 300 411 123000 000 123 000		04/17/2023	58.64	0.00
TOTALS						58.64	58.64

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00502	to cover supplies for Beth B	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies for Beth B	10 E 400 940 123000 000 123 000		04/17/2023	0.00	382.52
2		to cover supplies for Beth B	10 E 400 411 123000 000 123 000		04/17/2023	382.52	0.00
TOTALS						382.52	382.52

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00501	to cover reimbursement for Heidi K	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Heidi K	10 E 400 417 123000 000 123 000		04/17/2023	0.00	44.27
2		to cover reimbursement for Heidi K	10 E 400 411 123000 000 123 000		04/17/2023	44.27	0.00
TOTALS						44.27	44.27

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00500	to cover Ink cartridge, nut driver set, weldi	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Ink cartridge, nut driver set, welding wire and 100 pcs 3.4 x 2.1 8mil black for John glynn	10 E 400 440 136230 000 136 000		04/17/2023	0.00	423.54
2		Ink cartridge, nut driver set, welding wire and 100 pcs 3.4 x 2.1 8mil black for John glynn	10 E 400 411 136230 000 136 000		04/17/2023	423.54	0.00
TOTALS						423.54	423.54

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00499	Year end close of accounts	2022-2023	04/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		end of year close	10 E 106 360 222200 031 220 000		04/14/2023	0.00	1,925.97
2		non cap tech hardware	10 E 106 482 222200 031 220 000		04/14/2023	1,925.97	0.00
3		end of year close	10 E 106 432 222200 031 220 000		04/14/2023	0.00	2,578.35
4		no cap hardware	10 E 106 482 222200 031 220 000		04/14/2023	2,578.35	0.00
5		end of year close	10 E 106 439 222200 031 220 000		04/14/2023	0.00	176.00
6		Non Cap Hardware	10 E 106 482 222200 031 220 000		04/14/2023	176.00	0.00
TOTALS						4,680.32	4,680.32

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00498	Year end close of accounts	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover Library Book repair supplies	10 E 106 481 222200 000 220 000		04/14/2023	0.00	300.00
2		Library supplies	10 E 106 411 222200 000 220 000		04/14/2023	300.00	0.00
TOTALS						300.00	300.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00497	to cover supplies for Beth B	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies for Beth B	10 E 300 415 123000 000 123 000		04/14/2023	0.00	49.14
2		to cover supplies for Beth B	10 E 300 411 123000 000 123 000		04/14/2023	49.14	0.00
TOTALS						49.14	49.14

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00496	Transfer to cover cost of student services au	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover cost of student services audit from MHG	10 E 809 342 264400 297 809 000		04/14/2023	0.00	1,400.00
2		Transfer to cover cost of student services audit from MHG	10 E 809 386 264400 297 809 000		04/14/2023	1,400.00	0.00
TOTALS						1,400.00	1,400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00495	To cover Cubby's for Odyssey	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover Cubby's for Odyssey	10 E 105 341 256770 000 103 000		04/14/2023	0.00	301.59
2		To cover Cubby's for Odyssey	10 E 105 417 110000 000 241 000		04/14/2023	0.00	100.11
3		To cover Cubby's for Odyssey	10 E 105 440 110000 000 101 000		04/14/2023	401.70	0.00
TOTALS						401.70	401.70

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00494	to cover Upfront for Jeff Bergstrom	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Upfront for Jeff Bergstrom	10 E 300 411 127000 000 127 000		04/14/2023	0.00	109.89
2		to cover Upfront for Jeff Bergstrom	10 E 300 434 127000 000 127 000		04/14/2023	109.89	0.00
TOTALS						109.89	109.89

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00492	to cover Lamers invoice for Cristi Bates	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Lamers invoice for Cristi Bates	10 E 400 473 125004 000 125 000		04/14/2023	0.00	62.00
2		to cover Lamers invoice for Cristi Bates	10 E 400 341 256744 000 125 000		04/14/2023	62.00	0.00
TOTALS						62.00	62.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00491	to cover supplies for Beth Bouffleur	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies for Beth Bouffleur	10 E 200 480 123000 000 123 000		04/14/2023	0.00	184.12
2		to cover supplies for Beth Bouffleur	10 E 200 411 123000 000 123 000		04/14/2023	184.12	0.00
3		to cover supplies for Beth Bouffleur	10 E 200 481 123000 000 123 000		04/14/2023	0.00	100.00
4		to cover supplies for Beth Bouffleur	10 E 200 411 123000 000 123 000		04/14/2023	100.00	0.00
5		to cover supplies for Beth Bouffleur	10 E 200 940 123000 000 123 000		04/14/2023	0.00	230.00
6		to cover supplies for Beth Bouffleur	10 E 200 411 123000 000 123 000		04/14/2023	230.00	0.00
TOTALS						514.12	514.12

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00490	to cover supplies for Barbara Strahota	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies for Barbara Strahota	10 E 200 415 124000 000 124 000		04/14/2023	0.00	71.20
2		to cover supplies for Barbara Strahota	10 E 200 411 124000 000 124 000		04/14/2023	71.20	0.00
3		to cover supplies for Barbara Strahota	10 E 200 417 124000 000 124 000		04/14/2023	0.00	206.20
4		to cover supplies for Barbara Strahota	10 E 200 411 124000 000 124 000		04/14/2023	206.20	0.00
5		to cover supplies for Barbara Strahota	10 E 200 440 124000 000 124 000		04/14/2023	0.00	100.00
6		to cover supplies for Barbara Strahota	10 E 200 411 124000 000 124 000		04/14/2023	100.00	0.00
TOTALS						377.40	377.40

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00489	to cover headphones for Joe F	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover headphones for Joe F	10 E 400 473 125002 000 125 000		04/14/2023	0.00	27.50
2		to cover headphones for Joe F	10 E 400 411 125002 000 125 000		04/14/2023	27.50	0.00
TOTALS						27.50	27.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00488	funds for Adv Day	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for Adv Day	10 E 300 310 126000 000 126 000		04/14/2023	0.00	225.00
2		funds for Adv Day	10 E 300 415 126000 000 126 000		04/14/2023	0.00	100.00
3		funds for Adv Day	10 E 300 354 120000 000 241 000		04/14/2023	325.00	0.00
TOTALS						325.00	325.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00487	to cover Woodwinds purchase for Saxophone for	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Woodwinds purchase for Saxophone for Joe F	10 E 300 561 125001 000 125 000		04/14/2023	0.00	783.00
2		to cover Woodwinds purchase for Saxophone for Joe F	10 E 300 440 125001 000 125 000		04/14/2023	783.00	0.00
TOTALS						783.00	783.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00486	to cover Tuba brass bell for Joe F	2022-2023	04/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Tuba brass bell for Joe F	10 E 300 940 125001 000 125 000		04/14/2023	0.00	657.00
2		to cover Tuba brass bell for Joe F	10 E 300 440 125001 000 125 000		04/14/2023	657.00	0.00
TOTALS						657.00	657.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00485	EMC INSURANCE PAYMENT	2022-2023	04/13/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EMC INSURANCE PAYMENT	10 R 809 964 500000 000 000 000		04/13/2023	0.00	4,517.00
		EMC INSURANCE PAYMENT					
2		EMC INSURANCE PAYMENT	10 E 830 310 231500 000 251 000		04/13/2023	4,517.00	0.00
		EMC INSURANCE PAYMENT					
TOTALS						4,517.00	4,517.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00484	To cover cost of Odyssey Cubby's	2022-2023	04/13/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover cost of Odyssey Cubby's	10 E 105 341 256770 000 103 000		04/13/2023	0.00	169.87
2		To cover cost of Odyssey Cubby's	10 E 105 440 110000 000 101 000		04/13/2023	169.87	0.00
TOTALS						169.87	169.87

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00483	to cover candy for Mai Moua	2022-2023	04/13/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover candy for Mai Moua	10 E 300 479 122000 000 122 000		04/13/2023	0.00	87.86
2		to cover candy for Mai Moua	10 E 300 415 122000 000 122 000		04/13/2023	87.86	0.00
TOTALS						87.86	87.86

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00482	funds for adv day	2022-2023	04/13/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for adv day	10 E 300 342 256770 000 127 000		04/13/2023	0.00	400.00
2		funds for adv day	10 E 300 341 256770 000 241 000		04/13/2023	400.00	0.00
TOTALS						400.00	400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00481	to cover candy for Rebecca Searing	2022-2023	04/13/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover candy for Rebecca Searing	10 E 300 342 122000 000 122 000		04/13/2023	0.00	121.06
2		to cover candy for Rebecca Searing	10 E 300 415 122000 000 122 000		04/13/2023	121.06	0.00
TOTALS						121.06	121.06

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00480	to cover tables and chairs for Dawn W	2022-2023	04/13/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover tables and chairs for Dawn W	10 E 400 940 122000 000 122 000		04/13/2023	0.00	1,740.00
2		to cover tables and chairs for Dawn W	10 E 400 440 122000 000 122 000		04/13/2023	1,740.00	0.00
3		to cover tables and chairs for Dawn W	10 E 400 342 122000 000 122 000		04/13/2023	0.00	305.08
4		to cover tables and chairs for Dawn W	10 E 400 440 122000 000 122 000		04/13/2023	305.08	0.00
TOTALS						2,045.08	2,045.08

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00479	to cover supplies for Christian Ammon	2022-2023	04/13/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies for Christian Ammon	10 E 300 434 127000 000 127 000		04/13/2023	0.00	109.89
2		to cover supplies for Christian Ammon	10 E 300 411 127000 000 127 000		04/13/2023	109.89	0.00
TOTALS						109.89	109.89

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00478	To cover cost of Cubbies for Odyssey	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover cost of Cubbies for Odyssey	10 E 105 479 110000 000 241 000		04/12/2023	0.00	669.85
2		To cover cost of Cubbies for Odyssey	10 E 105 940 213200 000 213 000		04/12/2023	0.00	100.00
3		To cover cost of Cubbies for Odyssey	10 E 105 411 143000 000 140 000		04/12/2023	0.00	105.56
4		To cover cost of Cubbies for Odyssey	10 E 105 342 221300 000 241 000		04/12/2023	0.00	122.34
5		To cover cost of Cubbies for Odyssey	10 E 105 341 256770 000 103 000		04/12/2023	0.00	48.15
6		To cover cost of Cubbies for Odyssey	10 E 105 411 110000 000 101 000		04/12/2023	0.00	1,019.33
7		To cover cost of Cubbies for Odyssey	10 E 105 440 110000 000 101 000		04/12/2023	2,065.23	0.00
TOTALS						2,065.23	2,065.23

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00477	to cover calculator cases, unit circle and ca	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 415 124000 000 124 000		04/12/2023	0.00	340.32
2		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 411 124000 000 124 000		04/12/2023	340.32	0.00
3		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 479 124000 000 124 000		04/12/2023	0.00	151.01
4		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 411 124000 000 124 000		04/12/2023	151.01	0.00
5		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 480 124000 000 124 000		04/12/2023	0.00	136.97
6		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 411 124000 000 124 000		04/12/2023	136.97	0.00
7		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 940 124000 000 124 000		04/12/2023	0.00	228.00
8		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 411 124000 000 124 000		04/12/2023	228.00	0.00
9		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 342 124000 000 124 000		04/12/2023	0.00	360.00
10		to cover calculator cases, unit circle and calculators for Brian Buege	10 E 400 411 124000 000 124 000		04/12/2023	360.00	0.00
TOTALS						1,216.30	1,216.30

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00476	To cover year end field trips	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover year end field trips	10 E 301 415 129000 000 301 000		04/12/2023	0.00	56.85
2		To cover year end field trips	10 E 301 310 129000 000 301 000		04/12/2023	0.00	225.00
3		To cover year end field trips	10 E 301 411 129000 000 301 000		04/12/2023	0.00	52.75
4		To cover year end field trips	10 E 301 440 129000 000 301 000		04/12/2023	0.00	65.42
5		To cover year end field trips	10 E 301 342 221300 000 301 000		04/12/2023	0.00	71.44
6		To cover year end field trips	10 E 105 341 256770 000 103 000		04/12/2023	471.46	0.00
TOTALS						471.46	471.46

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00475	to cover dry erase top activity table for Lor	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover dry erase top activity table for Lori Laporte	10 E 200 480 122000 000 122 000		04/12/2023	0.00	300.00
2		to cover dry erase top activity table for Lori Laporte	10 E 200 411 122000 000 122 000		04/12/2023	300.00	0.00
3		to cover dry erase top activity table for Lori Laporte	10 E 200 434 122000 000 122 000		04/12/2023	0.00	500.00
4		to cover dry erase top activity table for Lori Laporte	10 E 200 411 122000 000 122 000		04/12/2023	500.00	0.00
5		to cover dry erase top activity table for Lori Laporte	10 E 200 479 122000 000 122 000		04/12/2023	0.00	40.94
6		to cover dry erase top activity table for Lori Laporte	10 E 200 411 122000 000 122 000		04/12/2023	40.94	0.00
TOTALS						840.94	840.94

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00474	to cover supply order for Lori Laporte	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supply order for Lori Laporte	10 E 200 342 122000 000 122 000		04/12/2023	0.00	421.76
2		to cover supply order for Lori Laporte	10 E 200 411 122000 000 122 000		04/12/2023	421.76	0.00
3		to cover supply order for Lori Laporte	10 E 200 415 122000 000 122 000		04/12/2023	0.00	400.00
4		to cover supply order for Lori Laporte	10 E 200 411 122000 000 122 000		04/12/2023	400.00	0.00
TOTALS						821.76	821.76

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00473	to cover musical expenses for Scott Atkinson	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover musical expenses for Scott Atkinson	10 E 400 351 122600 000 125 000		04/12/2023	0.00	1,000.00
2		to cover musical expenses for Scott Atkinson	10 E 400 411 122600 000 125 000		04/12/2023	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00472	funds for PBIS candy	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for PBIS candy	10 E 300 411 120000 000 241 000		04/12/2023	0.00	275.00
2		funds for PBIS candy	10 E 300 415 120000 000 241 000		04/12/2023	275.00	0.00
TOTALS						275.00	275.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00471	funds for adv day	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for adv day	10 E 300 411 241000 000 241 000		04/12/2023	0.00	2,400.00
2		funds for adv day	10 E 300 940 120000 000 241 000		04/12/2023	2,400.00	0.00
TOTALS						2,400.00	2,400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00470	to cover subscription for Animoto for Scott A	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover subscription for Animoto for Scott Atkinson	10 E 400 411 122600 000 125 000		04/12/2023	0.00	108.00
2		to cover subscription for Animoto for Scott Atkinson	10 E 400 940 122600 000 125 000		04/12/2023	108.00	0.00
TOTALS						108.00	108.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00469	LEGAL FEES REVENUE AND EXPENSE	2022-2023	04/12/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		LEGAL FEES REVENUE AND EXPENSE	10 R 809 964 500000 000 000 000		04/12/2023	0.00	14,321.00
2		LEGAL FEES REVENUE AND EXPENSE	10 E 830 310 231500 000 251 000		04/12/2023	14,321.00	0.00
TOTALS						14,321.00	14,321.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00468	to cover Sam's receipt for Melissa Meyer	2022-2023	04/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Sam's receipt for Melissa Meyer	10 E 300 415 135000 000 135 000		04/12/2023	0.00	1.01
2		to cover Sam's receipt for Melissa Meyer	10 E 300 411 135000 000 135 000		04/12/2023	1.01	0.00
TOTALS						1.01	1.01

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

Approval to Apply for Grant

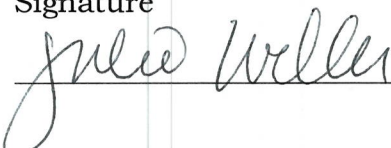
A copy of all grant applications must be submitted to the Curriculum Office.

1. Obtain your principal's signature on this document.
 - a. **Prior to submitting your request**, send original and completed grant application to Curriculum Office at the Administration Building.
 - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: Transition Readiness Grant

Funding Source: Department of Public Instruction

Name(s) of Grant Writer(s):

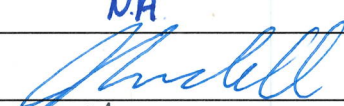

Name	Signature	Email
<u>Julie Weller</u>		<u>jweller@dce.k12.wi.us</u>

Amount Requested: \$ 99,900 Total Project Cost: \$ 99,900

Targeted Age Group/Grade: 18+ School: District

Date of Request: 5/1/2023

Signatures:

Principal Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>NA</u>
Assist. Superintendent of Learning:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assist. Supt. of Business/Personnel:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval: Yes No 

School Board Clerk: Yes No

The D.C. Everest Area School District Federal Tax Number is 39-6007952.

Approved 2/7/2022



For questions regarding this grant, contact:

Alicia Reinhard, Education Consultant, Alicia.Reinhard@dpi.wi.gov, 608-266-1146

I. GENERAL INFORMATION

Applicant Agency DC Everest School District		Mailing Address <i>Street, City, State, ZIP</i> 1699 Schofield Ave. Suite 300		
Project Contact <i>First and Last Name</i> Julie Weller		Project Contact's Title Director of Special Education		
Project Contact's E-Mail Address jweller@dce.k12.wi.us		Fax Area/Number 715-359-2056	Phone Area/Number 715-359-4221	
Fiscal Contact <i>First and Last Name if other than project contact</i> Dr. Casey Nye		Fiscal Contact's Title DC Everest Superintendent		
Fiscal Contact's E-Mail Address cnye@dce.k12.wi.us		Phone Area/Number 715-359-4221		
Fiscal Contact's Mailing Address <i>Street, City, State, ZIP</i> 1699 Schofield Ave. Suite 300		Grant Period Beginning Date <i>mm/dd/yyyy</i> 07/01/2023 Ending Date <i>mm/dd/yyyy</i> 06/30/2024		
Total Funds Requested \$99,000	Has your district previously received a Transition Readiness Grant award? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Are you applying as an administering agency for a consortium? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, applicant must submit the consortium addendum with the appropriate member signature(s) - https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f1500.pdf		

II. OVERVIEW

The Transition Readiness Grant (TRG) program was established in FY 19 to assist districts and charter schools under Wis. Stat. § 118.40(2r) and (2x) in expanding capacity to provide transition services for pupils with disabilities. School districts and charter schools under Wis. Stat. § 118.40(2r) and (2x) are eligible to compete for funding for FY 24 that supports evidence-based practices related to the successful transition from high school for students with Individualized Education Programs (IEPs). The \$1.5 million fund will support transportation options (including contracted services or vehicle purchases), Competitive Integrated Employment (CIE) training programs, post-secondary tuition/supports for students, and transition training for certified staff members and paraprofessionals. Grants awards must be not less than \$25,000, and not more than \$100,000. Substitutions for a funding category will not be allowed.

III. ABSTRACT

Summarize the proposal and make sure to address the targeted population, the key needs, what the project ultimately seeks to implement. Limit response to space provided.

The 2021 TRG Grant that the D.C. Everest Area School District received was instrumental in the inception of the Greenheck Everest Transition program. It helped provide the funding to establish the CIE partnership with Greenheck Group. Based on the needs of our student population, D.C. Everest is seeking to expand the CIE program by offering it to more students and continuing to offer competitive wages for those students who participate. The wage the student receives is an important factor as it helps them establish an income and learn how to budget for housing, transportation, and other costs of living on their own. In addition, we would like to add Transition Readiness courses for the 14-18 age group in order to help them develop academic, career and life skills that prepare them for higher education and competitive employment opportunities.

IV. STATE GENERAL ASSURANCES

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

Instructions

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

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

Assurance is hereby provided that:

- 1. Applicant agrees to comply with all terms and conditions set forth in the grant program's Application Guidelines document provided with this application.
2. Legal and Regulatory Compliance: Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application.
3. Allowable Costs: Costs incurred shall be allowable and meet grant goals and objectives.
4. Confidentiality: The Applicant shall comply with provisions applicable to public schools regarding confidentiality of student information for any pupil record created, obtained, or maintained under this grant, regardless of whether those provisions would not otherwise apply to the Applicant but for the Applicant's participation in this grant.
5. Conflict of Interest: No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit.
6. Contracts and Procurement: The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations.
7. Cooperation with Evaluation: The Applicant shall cooperate with the performance of any evaluation of the program by the WDPI or by their contractors.
8. Copyright, Acknowledgement, and Publications: The Applicant/ Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines.
9. Fiscal Control: The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program.
10. Indirect Costs: If the fiscal agent is allowed to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the WDPI.
11. Programmatic Changes: The Applicant will obtain the prior approval of the WDPI whenever any of the following actions is anticipated: a. Any revision of the scope or objectives of the project; b. Changes in key persons where specified in the application or grant award; c. A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director; d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award; e. Changes in the amount of approved cost-sharing or matching provided by the grant recipient.
12. Record Retention: The applicant will ensure records created or obtained under this grant are maintained in accordance with the Wisconsin Records Retention Schedule for School Districts, regardless of whether this retention schedule would not otherwise apply to the Applicant but for the Applicant's participation in this grant.
13. Reporting: The Applicant will ensure all required financial and program data and information is reported to the WDPI timely on a schedule established by the WDPI.
14. Grant Evaluation: The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the WDPI.

V. CERTIFICATION/SIGNATURE

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

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

Name of Applicant Agency Authorizer First and Last Name

Dr. Casey Nye

Title of Applicant Agency Authorizer

DC Everest Superintendent

Signature of Applicant Agency Authorizer

[Handwritten signature of Casey Nye]

Date Signed mm/dd/yyyy

5/2/2023

VI. READINESS

In this section, describe the stakeholders in place to ensure successful implementation of grant project. *Limit response to space provided.*

1. Stakeholders

Stakeholders include the population to be served, families, community partners, school staff and administrators, as well as agency administrators. Be sure to include stakeholders who demographically represent the target population(s).

a. Who are the stakeholders identified for this grant project and what are the roles of these stakeholder groups in the implementation of the grant project?

*D.C. Everest- Instructional training, daily living skills, support and participation, participant wage reimbursement.

*Greenheck Group- Industry work experience, on-the-job training, mentors and partnership participation.

*Northern Valley Industries- Partnership facilitation, work experience development and implementation, job coaching/job development/long-term job support, Employer of Record.

*GOALS (outside agency)- Supports students' classroom education and provides community supports.

*D.C. Everest Case Managers- Supports students, helps them navigate transition, provides IEP goal development and evaluation. Partnership participation by school psychologist.

*Families- Supports the students and participates in life skills support as needed, provides communication and follow up support with students as needed.

b. What input did the stakeholders above provide that informed this grant project?

The GET Stakeholders (DCE, Greenheck Group, Northern Valley Industries) serve as advisors to the project. Each representative serves as organizational decision-makers and capitalize on their industry expertise to develop/implement/evaluate and adjust the project as it evolves.

GOALS will assist in educating the students enrolled in the Transition Readiness course and while provide continued supports for on the job training.

DCE Case Managers/School Psychologist and families refer individuals to the project, collaborate on individual educational goals, provide relevant student information and offer relevant family information, guidance and support that are critical to ensure individualized employment success.

c. How will stakeholders continue to provide input if the grant project is funded?

Each GET stakeholder lead will participate in the monthly partnership meeting and provide project staff, transportation support, facilitation and mentoring directly for the participants. The stakeholders' partnership commitment ensures ongoing support and necessary resources are available to meet the project's anticipated outcomes and goals.

DCE Staff/GOALS will conduct student and family interviews to gather feedback concerning their satisfaction with the programming and whether they feel the student is prepared for and capable of obtaining and retaining competitive employment or admission to post-secondary schooling.

VII. PLAN (Needs Assessment)

Identify the need(s) to be addressed with grant funds. Applicants must have an organized and systematic approach to use data for meaningful analysis. Data analysis includes an assessment of the needs experienced by the target population. *Limit response to space provided.*

1. Demonstration of Need

- a. Identify the overall specific need(s) for the target population to be addressed by the grant project. Include the supporting data that is being used to determine the need(s).
Example: Based on the Indicator 14 data from 2020-202, black students with a primary disability of Emotional Behavioral Disability or Specific Learning Disability, make up 75% of students with IEPs who dropout from high school.

The Indicator 14 data for 2020-2022 indicated that only 45.69% of students with disabilities at D.C. Everest are competitively employed. This is 2.7% below the State’s average of 48.39% for the same period. Our goal is to use grant funds to reach a competitive employment average of 50%.

- b. What is the likely root cause(s) (i.e., factors, resource inequities, opportunity gaps, etc.) contributing to the need(s) to be addressed by this grant project?
Example: The specially designed instruction provided to students with disabilities has not been consistently aligned to individual student need or the standards-based general education curriculum.

A root cause of low CIE outcomes in the DCE district is the lack of access to and support for resources to assist people with disabilities to secure employment. Should a student get secure a job, area businesses lack the experience needed to provide employment training and support unique to students with disabilities.

The limited number of businesses willing to hire individuals who require additional support is a barrier to CIE. To eliminate this barrier, during the second year of the GET program, we developed relationships with additional manufacturing businesses that can offer these supports. With the current job market, and companies advertising high wages, the GET program has to offer a wage that is at or near the market area wage, and sustain that wage, and improve it in future years. We are working in partnership with the Greenheck Group, and their Labor Union, to have them contribute to compensating the GET students working in their facilities. Ultimately, this would remove the D.C. Everest School system from having to fund their wages.

- c. Priority Statement—based on the student outcome statement(s) and root causes identified above, complete the chart to indicate how the grant proposal aligns with the four TRG allowable funding categories. To complete the chart:
 - Enter the number of requests for each category.
 - Only one request is allowed in the transportation category
 - Enter the total amount requested
 - Total amount requested should equal the sum of each funding category (award funding available multiplied by the number of requests).

Award Option	Award Funding Available	Number of Requests
Transportation Options	Three funding options available per grant award. \$	
Competitive Integrated Employment (CIE) Training Programs <i>See definition of a CIE training program in grant guidelines.</i>	\$15,000/student	6
Post-Secondary Tuition/Supports for Students	\$1,500/student	6
Transition Training for Staff Members *Must be aligned to the root cause statement(s).	\$1,200/staff member	
Total Amount Requested	Total amount requested must be between \$25,000-\$1,000,000 per Wis. Stat. § 115.885.	\$99,000

VII. PLAN (Needs Assessment cont.)

- c. Define your Priority Area(s) or Statement(s) to address the root cause of the needs. What is your approach to address one or more of the root causes for this grant project and how does this grant project fit into this approach? (This is the student outcome priority statement or adult practice priority statement in the Data Inquiry Journal (DIJ). This potentially could be written using the following sentence stem "We believe we can improve ... if we ...")
- Example: We believe we can see a decrease in the dropout rates of black students with disabilities by providing access to more Career and Technical Education opportunities. We will accomplish this by:*
- *Purchasing a vehicle to support transportation to community-based work experiences*
 - *Enrolling 5 students in CIE training programs at the local technical college*
1. We believe we can see an increase in the number of students with disabilities engaging in Competitive Integrated Employment post-high-school. We will accomplish this by:
- a. Continue to network and reach out to additional manufacturing businesses that are willing to hire students with disabilities and collaborate to break down barriers to employment.
 - b. Provide at least six-eight students with comparable wages (market area wage) at GET Academy and move towards the GET partner company (Greenheck Group) to pay the wages. This is dependent upon their Union negotiations.
2. We believe that by integrating the GOALS curriculum at the early transition level, we will be able to prepare students with disabilities for the soft-skills and job readiness skills before their first paid employment experience. We will accomplish this by:
- a. Partnering with GOALS - Great Outcomes Achieving Long-Term Success, an area agency that specializes in job development and training. GOALS will come into the school and provide specialized instruction work readiness skills.
-

IX. STUDY/CHECK (Evaluation)

Describe the continuous improvement process the project will employ to refine, improve and strengthen the project. *Limit response to space provided.*

1. Evaluation

- a. What is the process used to collect and analyze grant-specific data?

The DCE School District is committed to ongoing, multi-level program evaluation. Student and program data will be systematically gathered, analyzed, and interpreted to ensure the programs are effective. We will work collaboratively with Greenheck Group and Special Education Staff to identify what is working well, determine what challenges need to be addressed, assess staff and gather student perceptions of each program's efficacy.

- b. Should the data indicate a need for change, what is the process for changing or making improvements to the action steps?

DCE will meet with community partners to share the data and gain their perspective on how well the programming meets their business needs. We also will elicit their input concerning how DCE can refine and improve the programming to meet their evolving needs.

DCE will conduct student and family interviews to gather feedback concerning their satisfaction with the programming and whether they feel the student is prepared for and capable of obtaining and retaining competitive employment or admission to post-secondary schooling.

- c. What is the process to share evaluation results with the public?

The District's social media platforms, website, and articles drafted for the local community as well as the broader state-wide education industry will be the best way to generate awareness of the program, demonstrate the impact it is having on students and local businesses, and to share lessons learned and best practices with educator peers. The District has robust relationships with local media that provide us with opportunities to build awareness concerning the program and expand partnerships. In addition, we have established relationships with a state-level educational industry publication that has allowed us to share informative articles about the GET program that serve as a guide for other districts.

X. ACT (Coordination & Sustainability)

Describe the plans to coordinate with other programs during the grant period and sustain the project beyond the grant period. *Limit response to space provided.*

- a. How will the grant project supplement and align with existing or available initiatives or programs (e.g., curriculum, evidence-based programs, Equitable Multi-level Systems of Support, comprehensive school-based mental health, etc.) to address the priorities defined in the Action Plan?

D.C. Everest establishes next step transitions for students beginning at the DCE Junior High level, where we introduce students to the PAES lab, student-led business opportunities and Academic and Career Planning activities. DCE Senior High students have a variety of academic, career and life-skill opportunities such as working in the Coffee Cafe, practicing life skills in specific courses, capitalizing on job experiences at Goodwill, participating in the PAES lab, and choosing in-house vocational work opportunities through Northern Valley Industries. These diverse opportunities help students build employment skills including punctuality, work stamina, following directions to complete assembly and packaging tasks, quality control and inventory management. By offering these opportunities within the classroom and the community, we establish a continuum of work-based experiences that will help prepare our students to transition beyond high school.

- b. What are the protocols for ongoing communication about the grant project with internal and external stakeholders? Describe the procedures for communicating the grant project within and across the system.

Case managers, career coaches, and GOALS personnel will provide feedback that will be shared at weekly PLC meetings, monthly touch point meetings with principals and during Mission Moment presentations to the DCE School Board.

2. Sustainability

- a. How will the grant project be coordinated with other federal, state, and local resources (e.g., funding, other program initiatives) to make the most effective use of public funds during the grant period?

We continue to provide research-based transition services and programming that model best practices. We appreciate the support the TRG provided our program for the 2021-2022 school year. When establishing this program and outlining our use of TRG funding, we had set a goal of transitioning the payment of competitive student hourly wages to the manufacturing company. However, that process has not progressed as swiftly as we had hoped and the company's Union representation is still working through the process of establishing compensation for GET participants. Therefore, DCE is once again applying for the TRG grant to support for funding this amazing program and to ensure we can provide our students with competitively-paid work-based learning experiences that can help them successfully transition to employment. Our district did budget the wages via Flow Through for the 2022-2023 school year to ensure we can maintain the integrity of the GET Academy program and ensure our program follows best practices that indicate competitive student wages are a critical factor in success. However, this is not sustainable long-term and we would benefit from receiving the TRG once again to allow us more time to secure funding through our GET Academy partners.

- b. What procedures and policies are in place to sustain the grant project after the grant period?

Our district believes that all students are our students and we collaborate across the spectrum to meet every academic and transitional need of our students. D.C. Everest is committed to the GET program and the partnerships we have established. We will nurture our relationship with Greenheck Group and NVI, working together to assess the program, review the outcomes for our students, their families, the business and our larger community and adjust the program as needed to ensure this unique, collaborative program follows best practices and provides optimal outcomes. We will continue to publicize our efforts to demonstrate the benefits of this transitional program and to help area manufacturers meet employment needs created by current labor shortages. In doing so, we can demonstrate to potential partners the benefits of "thinking outside of the box" when seeking employees and recognizing how our students can provide value to their enterprises. D.C. Everest will coordinate with our current district programs and supports, as well as our community-based partners to sustain the project beyond the grant period.

XI-a. BUDGET DETAIL (cont'd)

Date of Request <i>Mo./Day/Yr.</i>	Applicant Agency DC Everest School District	Project No. <i>For revisions only</i>
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2. Purchased Services Summary (300s)

a. WUFAR Function Code Only Required for LEAs	b. Type of Service Purchased	c. Date(s) Service to be Provided	d. Specify Agency/Vendor or Supplier <i>If known</i>	e. Cost
436 000	GET Academy Hourly Wages	8/31/23-5/31/24	Northern Valley Industries	\$90,000.00
436 000	Post Secondary Job Training	8/31/23-5/31/24	GOALS	\$9,000.00
Total				\$99,000.00
<i>Must agree with Purchase Services Total on Budget Summary</i>				

3. Non-Capital Objects Summary (400s)

a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Cost
Total			\$0.00
<i>Must agree with Non-Capital Objects total on Budget Summary</i>			

XI-a. BUDGET DETAIL (cont'd)

Date of Request <i>Mo./Day/Yr.</i>	Applicant Agency DC Everest School District	Project No. <i>For revisions only</i>
------------------------------------	--	---------------------------------------

4. Capital Objects Summary (500s)

a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Costs
Total <i>Must agree with Capital Objects total on Budget Summary</i>			\$0.00

5. Other Objects Summary (900s)

a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Costs
Total <i>Must agree with Other Objects total on Budget Summary</i>			\$0.00

XII. BUDGET SUMMARY

Applicant Agency DC Everest School District	Grant Period Beginning Date Ending Date		Initial Request	Date Submitted First Revision Second Revision	
Project Number <i>For DPI Use Only</i>	7/1/2023	6/30/2024			

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

WUFAR Function	WUFAR Object	Amount Requested	First Revision	Second Revision
Instruction (100 000 Series) Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c1. Purchased Services (300s)			
	c2. Purchased Services (300s) Any single contract over \$25,000			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	TOTAL Instruction		\$0	\$0
Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series) Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c1. Purchased Services (300s)			
	c2. Purchased Services (300s) Any single contract over \$25,000			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	TOTAL Support Services—Pupil/Instructional Staff Services		\$0	\$0
Support Services—Administration (Associated with functions in 230 000 series and above.) Includes general; building; business; central service administration, and insurances.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c1. Purchased Services (300s)			
	c2. Purchased Services (300s) Any single contract over \$25,000	\$99,000		
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Insurance (700s)			
	g. Other Objects (e.g., fees) (900s)			
TOTAL Support Services—Admin.		\$99,000	\$0	\$0
	TOTAL BUDGET	\$ 99,000.00	\$ 0.00	\$ 0.00
DPI Approval	Signature of DPI Reviewer			Date Signed mm/dd/yyyy
	➤			

Approval to Apply for Grant

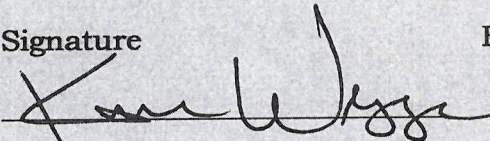
A copy of all grant applications must be submitted to the Curriculum Office.

1. Obtain your principal's signature on this document.
 - a. **Prior to submitting your request**, send original and completed grant application to Curriculum Office at the Administration Building.
 - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: Stop the Bleed Response Cabinets

Funding Source: Stop the Bleed Cabinet Grants

Name(s) of Grant Writer(s):

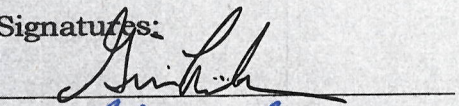
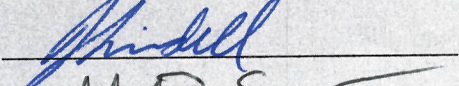
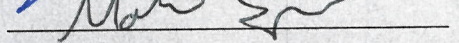
Name	Signature	Email
<u>Karen Wegge</u>		<u>kwegge@dce.k12.wi.us</u>

Amount Requested: \$ 15000 Total Project Cost: \$ 15000

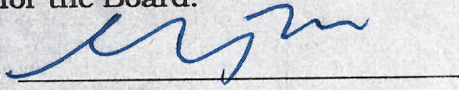
Targeted Age Group/Grade: District School: All

Date of Request: 5/10/23

Signatures:

Principal Approval:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assist. Superintendent of Learning:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assist. Supt. of Business/Personnel:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

All grants having a value of more than \$2,500 shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval: Yes No 

School Board Clerk: Yes No

The D.C. Everest Area School District Federal Tax Number is 39-6007952.

Approved 2/7/2022

Stop the Bleed Stations grant application: \$15000
(Application entered online 5/10/23)

Contact Person: Karen Wegge

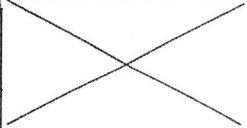
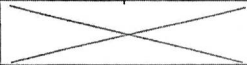
Request: 4 Stop the Bleed Cabinets for three secondary schools and GTCC

Explain your financial need:

STOP THE BLEED training aligns with the District's practice of providing CPR and first aid training for employees who would like to obtain certification. STOP THE BLEED is the next step in severe bleeding control in severe trauma emergencies. We have one STOP THE BLEED trained instructor on staff and 1 training kit that we secured with a local community grant.

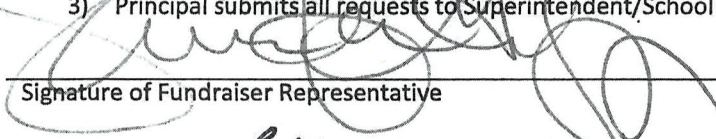
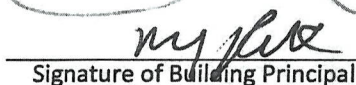
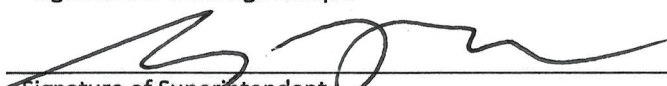
It is exciting to get this project off the ground! We trained 25 participants in April 2023. All received a bleeding trauma kit to take back to their school. To move forward, we have a desire for the three secondary schools and 1 school/community center to obtain STOP THE BLEED station cabinets. These would all be available for public access. If a severe bleeding emergency situation arises at any community event in our schools, we are prepared. At this time, it is cost prohibitive to purchase these cabinets with District funds.

Fundraiser/Crowdfunding Request

Name of Group or Organization	FBLA		
Representative Completing Form	Jennifer Gipp		
Individual Responsible for Funds	Jennifer Gipp		
Phone Number of Individual Responsible	715-470-3337		
E-Mail of Individual Responsible	jgipp@dce.k12.wi.us		
Please describe the details of the fundraiser/crowdfunding below.			
letter requesting donations to help support the students attending the FBLA National Leadership Conference			
What do you expect your total revenues to be?	\$ 2,000.00		
What do you anticipate your total expenses to be?			
Estimated profit/goal:	\$ 2,000.00		
Describe how profits from this fundraiser/crowdfunding will be used this year to enhance the experience of all students in the program.			
Allow students to attend the National Leadership Conference and represent DC Everest and Wisconsin in this competition and gain leadership skills			
Fundraiser/Crowdfunding Start Date	5/15/2023		
Fundraiser/Crowdfunding End Date	5/31/2023		
<small>For FUNDRAISERS-please check YES or NO below for EACH question. for CROWDFUNDING- please check YES or NO for questions 1, 2, 3.</small>			
1. Will these funds be housed in a district activity account?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Will the fundraiser use the name of D.C. Everest Schools in materials or publicity directly, indirectly, or implied?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
3. If publicizing the fundraiser, please explain how: letter			
Will alcohol be served or sold during the activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will you be soliciting local businesses? (Fundraisers that solicit local businesses require school board approval.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will fundraiser include non-exempt food items sold during the day?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Have you been approved for a non-exempt food item fundraiser previously? Two fundraisers of non-exempt food items (food not under the Smart Snack Rules – candy, bake sales, etc.) sold during the school day are allowed for each group per year. Duration of these fundraisers may not exceed two (2) weeks.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Instructions:

- 1) Complete and sign form (teacher, coach, co-curricular supervisor, or designated staff member.)
- 2) Submit to the principal for approval and signature.
- 3) Principal submits all requests to Superintendent/School Board for approval.

	<p style="font-size: 2em;">5-2-23</p>
<p>Signature of Fundraiser Representative</p>	<p>Date</p>
	<p style="font-size: 1.5em;">5-4-23</p>
<p>Signature of Building Principal</p>	<p>Date</p>
	<p style="font-size: 1.5em;">5-9-2023</p>
<p>Signature of Superintendent</p>	<p>Date</p>
<p>Signature of School Board Clerk</p>	<p>Date</p>



BOARD OF DIRECTORS:

LINDSEY LEWITZKE
JESSICA TLUSTY
MICHELLE ROTHMEYER
SANDY LEWITZKE
CHAD OTTE
ANDI BURNS
KATIE FELCH
TODD BOHM
ABBY RUPPEL
STEPHANIE DANIELS

MISSION: TO PROVIDE FINANCIAL SUPPORT FOR INNOVATIVE EDUCATIONAL PROGRAMS AND CREATIVE PROJECTS THAT INSPIRE BOTH TEACHERS AND STUDENTS TO ACHIEVE EXCELLENCE.

What We Do: GRANTS

Fund classroom, building and district wide grants each month.
Over 90 projects funded in last 5 years totaling \$175,000+.



Examples: Makerspace Items, Growing Green Hydroponics, Electricity Engineering

What We Do: IMAGINE

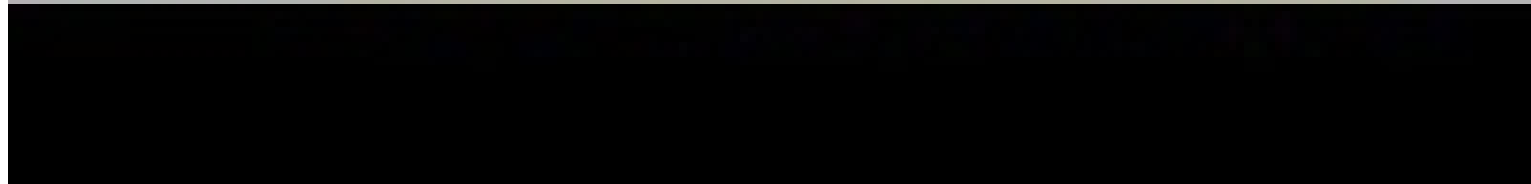
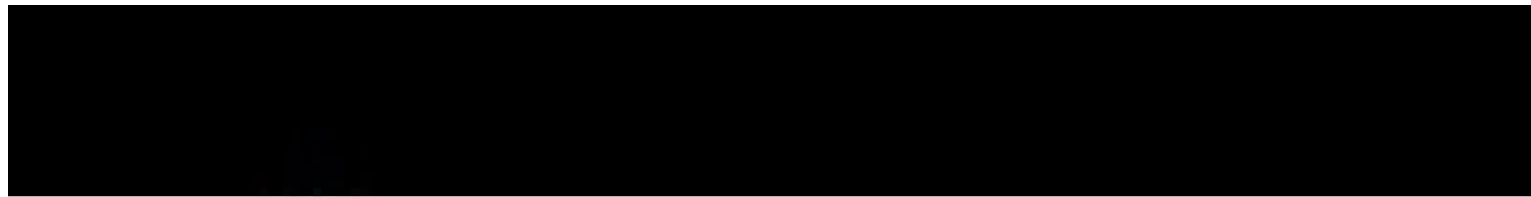
Annual IMAGINE Event: 2023 attendance estimate at nearly 3,000 people!



Annual IMAGINE Event: Over the past 5 years raised \$185,000

What We Do: GREENHECK TURNER COMMUNITY CENTER

Capital Campaign Success!



- | | |
|----------------------------------|------------------------------|
| Greenheck/Turner Families | Peoples State Bank |
| Lewitzke Foundation | Domtar |
| Dwight & Linda Davis Foundation | Abby Bank |
| Judd Alexander Foundation | Ruder Ware |
| Village of Weston | Delta Dental |
| BA & Esther Greenheck Foundation | Clyde Schluetter Foundation |
| CoVantage Credit Union | United HealthCare |
| Walter Alexander Foundation | 3M |
| Emmons Business Interiors | Norlen |
| Merrill Steel | Wausau Tile |
| Community Foundation of NC WI | REI |
| Green Bay Packaging | Hmong American Center |
| Orthopaedic Associates | Four Seasons Heating/Cooling |
| Wolff Family | Integrity Fire Protection |
| Incredible Bank Foundation | Midland Plastics |
| Dudley Foundation | Brainard Funeral Home |
| WPS Foundation | State College of Beauty |
| Felch Family Fund | Marco |
| Boldt Family Foundation | American Asphalt of WI |
| First Impressions Dentistry | Jimmy John's |
| MC United | Tlusty, Kennedy & Glascock |
| Somerville Architects | 40 Families |

Community Partners

Why We Do It:

- Enhance Opportunities For Students: Great Place to Learn
- Innovative Teaching Environments: Great Place to Work
- Greenheck Turner Community Center: Great Community



Future of Education Foundation



CONTINUE TO PROVIDE GRANTS FOR CLASSROOMS, SCHOOLS AND DISTRICT-WIDE INITIATIVES. BIGGER & BETTER!



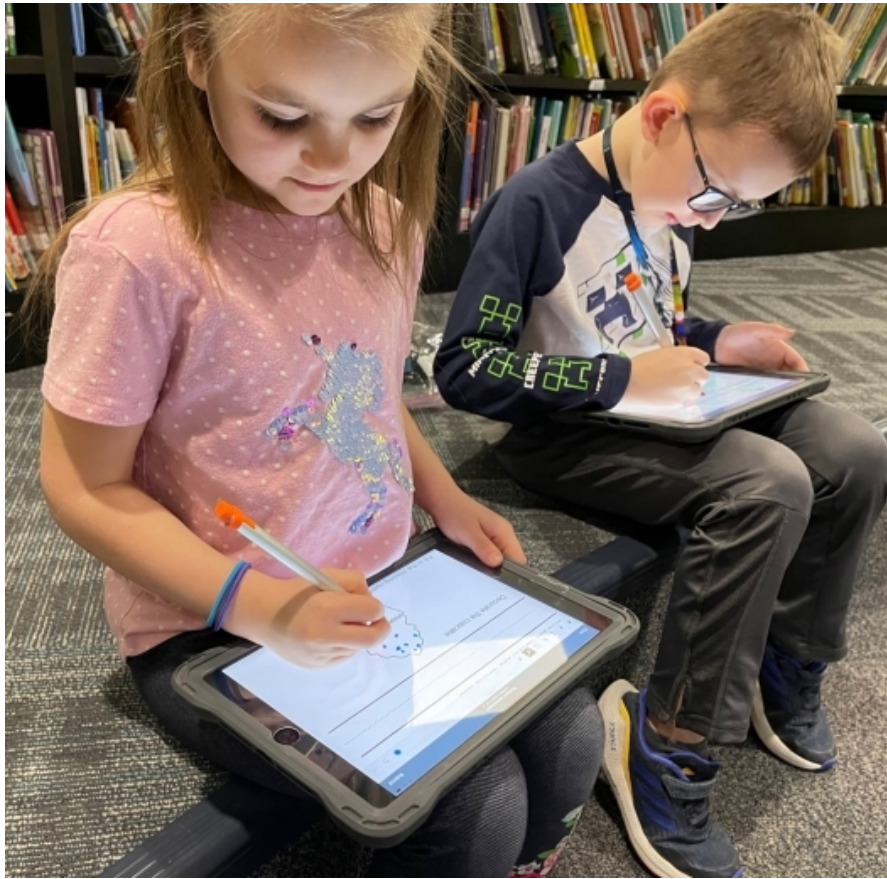
HOUSE SCHOLARSHIPS IN COLLABORATION WITH THE COMMUNITY FOUNDATION OF NC WISCONSIN.



SHOWCASE EVEREST STUDENTS AT IMAGINE AND OTHER FUTURE EVENTS WITH COMMUNITY SUPPORT



THANK YOU!





D.C. Everest Area School District

6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Matthew A. Spets
Assistant Superintendent

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

DATE May 17, 2023
TO Dr. Casey Nye, Superintendent
FROM Matt Spets, Assistant Superintendent
RE Debt Defeasance Strategy Recommendation

Recommendation

I recommend approval of the proposed parameters resolution.

This allows us to execute the transaction as soon as the SLGS (State and Local Government Securities) window reopens. The best thinking at this time is the debt ceiling may be raised effective June. We will still then be able to use treasuries in late June as a backstop to execute the transaction and receive the aid benefit.

As per Erik Kass, Director of Public Finance, PMA, “This will allow us to execute the transaction as quickly as possible when the SLGS window reopens and, if necessary, pivot to Treasuries in June.”

Rationale

The reason for this unique strategy is due to the debt ceiling not being lifted. PMA uses the SLGS purchasing window; which closed as of 9:00 am on May 2, 2023, and will remain closed until the Federal Government raises the debt ceiling, assuming they do so. According to Secretary Yellin's recent commentary, many financial advisors believe the target date for a debt ceiling deal is June 1, 2023.

Impact

If approved and if we can execute the plan in June, this recommendation will provide two fiscal advantages for the taxpayers of the District:

1. Future reduction to Fund 39 levies are estimated to be **\$8,218,703** over the next 15 years (see Preliminary 2023 Defeasance Analysis.) These savings are on top of the roughly **\$2,118,571** that was saved last fiscal year.

2. The defeasance transaction is projected to increase funding from the State of Wisconsin in fiscal year 2023-2024 by **approximately \$1,935,253**. Please make note, this increase in funding is forced to decrease property taxes and is **not new revenue** to support programs.

Background (provided by PMA Securities)

District leadership has worked with our Financial Advisors, PMA Securities (“PMA”), to review existing debt to determine opportunities to create long term interest savings. This review has identified the best use of additional levy put in place in Fall 2022 that will save long term interest and reduce future tax levy impact for our community.

This is the third year for the defeasance strategy targeted at paying down the longest-term debt to maximize interest savings.

An updated, potential debt schedule is included with this memo.

D.C. Everest School District

Preliminary 2023 Defeasance Analysis

Scenario 1: Target Longest Maturities

Calendar Year	BEFORE DEFEASANCE				AFTER DEFEASANCE				EST. ANNUAL REDUCTION IN FUND 39 PAYMENTS (1)	
	\$59,875,000 G.O. School Building & Improvement Bonds Dated July 2, 2018			OTHER FUND 39	TOTAL FUND 39	\$59,875,000 G.O. School Building & Improvement Bonds Dated July 2, 2018		2022-2023 INCREMENTAL LEVY		TOTAL FUND 39 LEVY
	PRINCIPAL (4/1)	RATE	INTEREST (4/1 & 10/1)	D/S	D/S	PRINCIPAL (4/1)	INTEREST (4/1 & 10/1)	LEVY		LEVY
2023	\$1,125,000	5.000%	\$1,985,388	\$1,350,950	\$4,461,338	\$1,125,000	\$1,885,972	\$5,538,663	\$10,000,000	\$0
2024	\$1,350,000	5.000%	\$1,923,513	\$1,354,950	\$4,628,463	\$1,350,000	\$1,724,681		\$4,429,631	\$198,831
2025	\$1,550,000	5.000%	\$1,851,013	\$1,353,400	\$4,754,413	\$1,550,000	\$1,652,181		\$4,555,581	\$198,831
2026	\$3,100,000	5.000%	\$1,734,763		\$4,834,763	\$3,100,000	\$1,535,931		\$4,635,931	\$198,831
2027	\$3,275,000	5.000%	\$1,575,388		\$4,850,388	\$3,275,000	\$1,376,556		\$4,651,556	\$198,831
2028	\$3,475,000	5.000%	\$1,406,638		\$4,881,638	\$3,475,000	\$1,207,806		\$4,682,806	\$198,831
2029	\$3,650,000	3.000%	\$1,265,013		\$4,915,013	\$3,650,000	\$1,066,181		\$4,716,181	\$198,831
2030	\$3,775,000	3.000%	\$1,153,638		\$4,928,638	\$3,775,000	\$954,806		\$4,729,806	\$198,831
2031	\$3,900,000	3.375%	\$1,031,200		\$4,931,200	\$3,900,000	\$832,369		\$4,732,369	\$198,831
2032	\$4,050,000	3.500%	\$894,513		\$4,944,513	\$4,050,000	\$695,681		\$4,745,681	\$198,831
2033	\$4,175,000	3.250%	\$755,794		\$4,930,794	\$4,175,000	\$556,963		\$4,731,963	\$198,831
2034	\$4,325,000	3.375%	\$614,966		\$4,939,966	\$4,325,000	\$416,134		\$4,741,134	\$198,831
2035	\$4,475,000	3.500%	\$463,669		\$4,938,669	\$4,475,000	\$264,838		\$4,739,838	\$198,831
2036	\$4,625,000	3.500%	\$304,419		\$4,929,419	\$4,625,000	\$105,588		\$4,730,588	\$198,831
2037	\$4,800,000	3.625%	\$136,481		\$4,936,481	\$680,000	\$12,325		\$692,325	\$4,244,156
2038	\$1,365,000	3.625%	\$24,741		\$1,389,741	\$0	\$0		\$0	\$1,389,741
	<u>\$53,015,000</u>		<u>\$17,121,131</u>	<u>\$4,059,300</u>	<u>\$74,195,431</u>	<u>\$47,530,000</u>	<u>\$14,288,012</u>	<u>\$5,538,663</u>	<u>\$71,515,391</u>	<u>\$8,218,703</u>

Callable: April 1, 2027 @ Par

(1) Calendar Year 2023 interest savings of \$99,416 is being applied to the defeasance.

\$5,485,000
Principal Reduction

TOTAL REDUCTION IN FUTURE DEBT SERVICE LEVIES: **\$8,218,703**
 LESS INCREMENTAL 2023 LEVY APPLIED TO FUND 39 DEFEASANCE: **(\$5,495,477)**
 NET FUND 39 SAVINGS: **\$2,723,226**

2023 LEVY APPLIED TO FUND 39 DEFEASANCE	ESTIMATED
Deposit to Escrow (Earmarked for Defeasance)*:	\$5,579,893
Estimated Costs of Defeasance:	\$15,000
Total Amount Needed for Defeasance at Closing:	\$5,594,893
Calendar Year 2023 Interest Savings Applied:	\$99,416
Incremental Levy Applied:	\$5,495,477

2022-23 Tertiary Aid %: 34.59%
 Est. one-time aid increase to be received in 2023-24: **\$1,935,273**

Estimated Closing Date: May 31, 2023

*Based on preliminary escrow investment rates as of April 6, 2023.



RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS,
THE ESTABLISHMENT OF AN ESCROW ACCOUNT WITH RESPECT
TO AND THE DEFEASANCE OF CERTAIN OF THE
GENERAL OBLIGATION SCHOOL BUILDING AND IMPROVEMENT BONDS,
SERIES 2018, DATED JULY 2, 2018

WHEREAS, the D.C. Everest Area School District, Marathon County, Wisconsin (the "District") has outstanding its General Obligation School Building and Improvement Bonds, Series 2018, dated July 2, 2018 (the "2018 Bonds") which were issued for the purpose of paying the cost of a district-wide school building and improvement program consisting of: construction of classroom and technical education additions at Senior High; remodeling and building modernizations at Senior High, Junior High, Middle School, and Hatley Elementary; construction of cafeteria, classroom additions, and remodeling and reconfiguration at Rothschild, Weston, Riverside, and Evergreen Elementary Schools; district-wide safety and security, capital maintenance, building infrastructure and parking and site improvements including Mountain Bay Elementary; and acquisition of furnishings, fixtures, and equipment;

WHEREAS, the District has up to \$5,685,000 of debt service funds and other funds on hand (the "Funds") sufficient to defease a portion of the debt service on the 2018 Bonds and to pay associated transaction costs;

WHEREAS, the School Board of the District deems it desirable and in the best interest of the District to transfer and apply such Funds to the defeasance and early redemption of a portion of the 2018 Bonds and to pay associated transaction costs; and

WHEREAS, since the 2018 Bonds are not currently callable, it is necessary for the available Funds to be irrevocably deposited into an escrow account, invested in direct obligations of the United States of America, treated as a portion of the debt service fund for the 2018 Bonds and applied to pay the principal of and interest on a portion of the outstanding principal of the 2018 Bonds on the April 1, 2027 early redemption date, taking into account the transaction costs and the prevailing market on the direct obligations of the United States of America, with the 2018 Bonds to be defeased to be selected in the following order: (1) to all of the remaining outstanding portion of the 2038 maturity of the 2018 Bonds and (2) to the maximum possible principal amount, up to \$4,110,000, of the 2037 maturity of the 2018 Bonds (the "Defeased Obligations").

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

1. Establishment of Escrow Account. The School Board hereby authorizes and directs the officers of the District to enter into an Escrow Agreement with Associated Trust Company, National Association, Green Bay, Wisconsin, as Escrow Agent (the "Escrow Agent"), for the purpose of effecting the provisions of the Resolution.
2. Transfer and Deposit to Escrow Account. The School Board hereby authorizes and approves the transfer and deposit of the Funds into the Escrow Account to be established with the Escrow Agent in an amount sufficient, together with earnings thereon, to provide for the payment of the Defeased Obligations concurrently with the execution of the Escrow Agreement, and the subsequent use, investment and disbursement thereof by the Escrow Agent in the manner provided by the Escrow Agreement.
3. Professional Services. The School Board hereby ratifies and approves the retention of PMA Securities, LLC ("PMA") to provide financial advisory services in connection with this

transaction; Quarles & Brady LLP ("Bond Counsel") to provide limited, special counsel legal services in connection with this transaction; Dunbar, Breitweiser & Company, LLP ("Dunbar") to provide mathematical verification and related services in connection with this transaction; and, if open market bidding is necessary, Winters & Company, LLC ("Winters") to provide bidding agent services for the escrow securities.

4. Redemption of the Defeased Obligations, Notice of Defeasance and Redemption. The Defeased Obligations are hereby called for redemption on April 1, 2027. The School Board hereby directs the Escrow Agent pursuant to the Escrow Agreement to provide a notice of the defeasance of said Defeased Obligations and a notice with respect to the redemption of the Defeased Obligations at the times and in the manner set forth in the final Escrow Agreement.

5. Authorization of Officers and Agents. The School Board hereby authorizes the appropriate officers and agents of the District to work with PMA, the Escrow Agent, Dunbar and Winters to review and approve the finalized Escrow Agreement including the escrow deposit and other details, to provide the notices of defeasance and redemption, to facilitate open market bidding, if necessary, and to execute and deliver all documents required by Bond Counsel with respect to this transaction.

Adopted and recorded May 17, 2023.

District President

ATTEST:

District Clerk

(SEAL)



D.C. Everest Area School District

1699 Schofield Ave., Ste. 300
Schofield, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Matthew A. Spets
Assistant Superintendent

MISSION STATEMENT

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DATE: May 17, 2023
TO: Dr. Casey Nye
FROM: Matt Spets, Assistant Superintendent
RE: Line of Credit Renewal Recommendation

Recommendation

We recommend the Board pass the attached resolution authorizing the use of a line of credit in the amount of \$10,000,000 for the 2023-2024 fiscal year.

Rationale

Years ago, D.C. Everest opened a line of credit rather than utilize short-term borrowing to ensure our cash flow was adequate over the course of each year. An example of when the line of credit might be used is when revenue such as state aids are delayed.

In the 2019-2020 fiscal year, the district increased our line of credit from \$4,500,000 to \$7,500,000. Heading into this year; the Finance Department has worked with Incredible Bank to enhance this strategy. I commend this cost-neutral adjustment and added fiscal flexibility.

On an annual basis, the Board must pass the resolution for us to renew the line of credit.

**RESOLUTION AUTHORIZING A TAXABLE TAX AND REVENUE ANTICIPATION
PROMISSORY NOTE FOR CASH FLOW PURPOSES
IN AN AMOUNT NOT TO EXCEED \$10,000,000**

WHEREAS, the D.C. Everest Area School District (the “District”), Weston, Wisconsin, may be temporarily in need of funds in the amount \$10,000,00 to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year; and

WHEREAS, this District Board deems it necessary and in the best interest of the District said funds be borrowed from time to time pursuant to the provisions of Section 67.12(8)(a)1, Wis. Stats., and

WHEREAS, the estimated receipts (taxes and other revenues) for the operation and maintenance of the schools in the district for the current school year exceed by at least two times the total borrowings of the district for such purposes (including the amount to be borrowed pursuant to this resolution along with any other borrowings made by the District); and

WHEREAS, the tax operating and maintaining the school of the District for the current school year has been previously voted; and

WHEREAS Incredible Bank, Wausau, Wisconsin has agreed to provide the District with a revolving line of credit in an amount up to \$10,000,000, which line of credit is authorized by this resolution in accordance with the provisions of Wis. Stat. 67.12(8)(a)1; and

NOW, THEREFORE, be it resolved by this School Board that:

1. For the purposes set forth above, the District President and District Clerk are authorized and directed, pursuant to Section 67.12(8)(a)1; Wisconsin Statutes, to borrow from time to time from Incredible Bank, Wausau, Wisconsin (the “Lender”), a total sum not to exceed \$10,000,000 in the aggregate and, to evidence the District’s obligation, the President and District Clerk shall execute and deliver to the Lender on behalf of the District the Taxable Tax and Revenue Anticipation Note (the “Note”) of the District in the form attached hereto as Attachment A, incorporated herein by reference. The terms of the borrowing shall be as set forth in the Note.
2. So long as the Note or interest thereon remains unpaid, the tax for operation and maintenance of the schools shall be and continue irrevocable. A sufficient amount of the receipts (taxes and other revenues) with respect to operation and maintenance of the District are pledged to payment of the Note and shall be segregated in a special fund to be used solely to pay the Note and interest thereon. If there shall be

insufficient sums in said special fund to meet such payments, the District shall promptly pay the principal and interest on the Note when due from other available funds.

3. The appropriate officers of the District are directed and authorized to furnish the Lender all documents as may be necessary and to do all things required in order to procure the loan.
4. The proceeds of the Note shall be used solely for paying the immediate expenses of operating and maintaining the public instruction within the District during the current school year.
5. The District Clerk shall keep records for the registration and for the transfer of the Note. The Person in whose name the Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on the Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid. The Note may be transferred by the registered owner thereof by presentation of the note at the office of the District Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his legal representative duly authorized in writing. Upon such presentation the Note shall be transferred by appropriate entry in the registration records and a similar notation, including date of registration, name of new registered owner and signature of the District Clerk, shall be made on such Note.
6. The District represents that it is in compliance with, and will continue to comply with, Wis. Stat. 121.91 and 121.92 concerning revenue limits.
7. The borrowing shall also be subject to the terms and conditions of the Commitment Letter of Incredible Bank, a copy of which is attached hereto and incorporated by reference herein as Attachment B.

Adopted and recorded this 17th day of May, 2023

By: _____
School Board President

And: _____
School District Clerk



D.C. Everest Area School District

1699 Schofield Ave., Ste. 300
Schofield, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Matthew A. Spets
Assistant Superintendent

MISSION STATEMENT

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TO: Dr. Casey Nye, Superintendent
FROM: Matt Spets, Assistant Superintendent Operations
RE: Depository Resolution
DATE: May 17, 2023

The District is requesting the Board approve the attached Facsimile Resolution signature plate of the current duly elected officials until the new plates are received. The clerk or designee will mail the respective depositories of the School District a certified copy of this resolution.



D.C. Everest Area School District

1699 Schofield Ave., Ste. 300
Schofield, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Matthew A. Spets
Assistant Superintendent

MISSION STATEMENT

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D.C. EVEREST AREA SCHOOL DISTRICT

May 17, 2023

FACSIMILE RESOLUTION

WHEREAS, it is necessary for the D.C. Everest School District to issue checks for purposes of payrolls and accounts payable during the period of May 17, 2023 and June 30, 2023.

WHEREAS, it is unlikely to have facsimile signature plates, carrying the respective hands of newly elected board officers, produced prior to this period, and

WHEREAS, the School Board did authorize, by resolution dated May 17, 2023, the use of facsimile signatures of duty elected officers.

NOW, THEREFORE, BE IT RESOLVED the facsimile signatures of the President, Treasurer, and Clerk adopted May 17, 2023, be authorized for use in signing school district checks or orders until new facsimile signature plates are acquired for the period mentioned above to wit:

BE IT FURTHER RESOLVED that the Clerk cause to be mailed to the respective depositories of the School District a certified copy of this resolution.

Adopted _____
Treasurer

Adopted _____
Clerk

Adopted _____
President

This is to certify, that the foregoing is a true and correct copy of a resolution duly and legally adopted by D.C. EVEREST AREA SCHOOL DISTRICT at a legal meeting held on 17th day of May 2023.

Date: May 17, 2023

(Signed) _____
Clerk



D.C. Everest Area School District

6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Laticia Baudhuin, RD
Director of School Nutrition

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

Memorandum

To: Matthew Spets, Assistant Superintendent of Operations

From: Laticia Baudhuin, Director of School Nutrition

Date: 5/2/2023


Re: School Meal Prices

I am proposing the following meal prices for School Year 2023-2024:

	<u>Breakfast</u>	<u>Lunch</u>
Elementary	\$1.50	\$2.00
Middle School	\$1.50	\$2.15
Junior High/Idea	\$1.50	\$2.20
Senior High	\$1.55	\$2.35
Reduced	Free	\$0.40
Adult	\$2.65	\$4.75
Milk	\$0.45	\$0.45

These prices reflect a \$0.15-0.20 increase in paid status student breakfast and lunch prices, a \$0.09 increase in adult breakfast price, a \$0.10 increase in adult lunch price, and a \$0.05 increase in milk price. Reduced-price breakfast and lunch remain the same.

I am requesting approval of these meal and milk prices for the 2023-2024 SY.

	<p>D.C. Everest Area School District</p> <p>1699 Schofield Ave., Suite 300 Schofield, WI 54476 Phone 715-359-4221 www.dce.k12.wi.us</p> <p>Jeff Lindell, Ed.D. Assistant Superintendent of Learning</p>	<p align="center">MISSION STATEMENT</p> <p>D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.</p>
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TO: Dr. Casey Nye, Superintendent

CC: Mrs. Brittany Sepnafski, Summer Learning Coordinator

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: May 17, 2023

SUBJECT: New 2023 Summer Learning Courses

Suggested Motion: To approve the new Summer Learning courses for 2023.

Our Summer Learning team submits the following new courses for approval by the Board to be taught as part of our Summer 2023 program:

Grades 5-7 Math Matters -Remedial Math (Late Period Only) Do you struggle with math? If so, this class is for YOU! In this class we'll review the main math topics from 5th and 6th grade. Topics will include the addition, subtraction, and multiplication of fractions, as well as finding the area of shapes, volume, math facts, and more! Students will be required to collaborate with others to solve math problems as well as work independently at times.

Grades 5-7 Reading Matters - Remedial Reading (Early Period Only) Do you struggle with reading? If so, this class is for you. Reading improvement skills are taught, and students will be given opportunities to develop a love for reading while improving those reading skills.

Grades 5-9 Bring Flying Fingers (Early or Late Period) Interested in learning sign language? Ever wonder what it would be like to communicate without speaking? Want to be able to talk with a friend or family member who relies on signed communication? If you answered yes to any of these questions, this class might be for you! In this class you will learn the basics. You will learn the American Sign Language alphabet, simple signs, how to hold a brief conversation, the history of American Sign Language, and a little about hearing loss in general. Hopefully, you will come to respect this beautiful language and have fun in this “hands-on” course!



D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

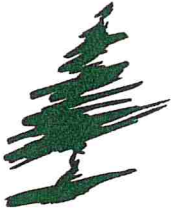
Dr. Michael J. Raether, Principal
Dr. Todd J. Bohm, Assistant Principal
Ms. Dallas Rennie, Assistant Principal
Mr. Michael Mathies, Athletic Director
Mr. William Franklin, Dean of Students

MEMORANDUM

TO: Dr. Casey Nye
FROM: Mike Raether
DATE: May 10, 2023
SUBJECT: National Dance Competition 2024

The D.C. Everest High School Varsity Dance Team is seeking Board approval to attend the Contest of Champions National Dance Competition in Orlando, Florida February 27 through March 4, 2024. The cost per dancer is estimated at \$980. Members of the dance team plan to fundraise to offset their costs. All parties on the team have agreed to pay the balance they are not able to fundraise.

Participation of our team is voluntary in this National competition and therefore the two dance coaches will not use district funds to offset their costs of attendance.



D.C. Everest Junior High School

1000 Machmueller Street
Weston, WI 54476
Phone 715-359-0511
www.dce.k12.wi.us/juniorhigh

Jason McFarlane, Principal
Randy Weller, Assistant Principal
Christopher Heller, Assistant Principal/Athletic Director

MEMORANDUM

TO: Dr. Casey Nye

FROM: Jason McFarlane *JML*

DATE: May 9, 2023 *5/9/23'*

SUBJECT: Advanced Placement (AP) Washington D.C./Philadelphia Trip

The D.C. Everest Junior High School is excited to offer students taking our Advanced Placement (AP) Government course an opportunity to travel to Washington D.C. and Philadelphia during the 2023-2024 school year. This immersive experience will be offered from February 25 through February 29, 2024.

For more than a decade, the JH has partnered with Students on Tour. The trip will allow students to do a walking tour of Philadelphia, visit Independence Hall, the Betsy Ross House, the Washington Monument, the United States Capitol, and many other points of interest. The cost of the trip per student varies based on the number of students that are involved. However, we are estimating an approximate cost of \$2,000. This would include transportation, food, lodging, and guide support.

Working with Students on Tour, the D.C. Everest School District will negotiate a free travel voucher for our chaperones. The school district will then recruit staff to accompany students in exchange for the vouchers. We have traditionally had three chaperones supporting our students. Our trip coordinator, Mrs. Aime Geier is currently exploring various fund-raising opportunities to help support our students.

Dr. Nye, we ask that you bring this opportunity to the attention of the D.C. Everest School Board for their approval.



Book Policy Manual
Section First Reading by Board
Title ADDRESS
Code po0115
Status First Reading
Adopted May 25, 2016
Last Revised September 1, 2021

0115 - **ADDRESS**

The official address of the D.C. Everest School Board shall be ~~1699 Schofield Ave., Suite 300, Schofield~~ **6100 Alderson Street, Weston, WI 54476.**

T.C. 9/21

© **Neola 2011**

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

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 who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

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

School District community means students and Board employees (i.e., administrators, and professional and support 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).

District Compliance Officers

The Board designates the following individuals to serve as the District's 'Compliance Officers' (also known as 'Civil Rights Coordinators'; hereinafter referred to as the 'COs').

Sarah Trimner
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1225
 strimner@dce.k12.wi.us

~~Matt Spets~~ Jack Stoskopf, Interim Assistant Superintendent
 Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. Any sections of the District's postings, notifications, advertisements, or other materials regarding recruiting, hiring, and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from these materials.

Reports and Complaints of Discrimination and Retaliation

Employees are required to report incidents of discrimination and/or retaliation to an administrator, supervisor, or other supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employees who receive such a report shall file it with the CO at the employee's first opportunity, but no later than two (2) days.

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

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

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation. The CO will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The CO will provide a copy of this policy to the Complainant and the Respondent upon request.

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

Investigation and Complaint Procedure

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to discrimination or retaliation may seek resolution of the complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

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

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

Complaint Procedure

A Complainant who alleges discrimination/retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the Superintendent or other supervisory employees. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged 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 Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than 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); a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still may take whatever actions are deemed appropriate in consultation with the Superintendent.

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

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and upon request provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint and the obligation to do so within five (5) days.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

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 Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Superintendent, who will forward the request to the Board President.

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant 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 or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

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.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

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

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 due to 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 discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

When imposing discipline, the Superintendent 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 discrimination/retaliation 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 Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/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 the 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 Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. 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 documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or 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; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- 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 Codes 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 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 documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 4/24/19
T.C. 6/22/20
Revised 11/17/21

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Legal

- 111.31 et seq., Wis. Stats.
- 111.335(d)(2), Wis. Stats.
- 118.195, Wis. Stats.
- 118.20, Wis. Stats.
- Fourteenth Amendment, U.S. Constitution
- 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
- 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
- 29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended
- 38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act
- 42 U.S.C. 2000 et seq., Civil Rights Act of 1964
- 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
- 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973 as amended
- 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
- 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
- 29 C.F.R. Part 1635, The GINA Regulations
- 34 C.F.R. Part 110, The Age Discrimination Act Regulations

Cross
References [1422F - Discrimination/Harassment Complaint Form](#)

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po1623
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

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 who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and 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 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 District community at school-related events/activities (whether on or off District property).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or 'auxiliary aids or services,' learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the 'COs').

Sarah Trimner
 Director of Talent and Culture
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1225
 strimner@dce.K12.wi.us

~~Matt Spets~~ Jack Stoskopf, Interim Assistant Superintendent
 Operations
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website.

The COs 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 discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such

complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ('Section 504'), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. 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 or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ('OCR'). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

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 investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

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 due to 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 discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

When imposing discipline, the Superintendent 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 discrimination/retaliation 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 Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/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 Section 504 or the ADA, 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 the 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 Superintendent shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and 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 the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;
- K. 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;
- L. copies of the Board policy and 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 Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. 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 conduct an investigation of an alleged violation of this policy.

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

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

T.C. 6/22/20
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Legal 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1630
 34 C.F.R. Part 104

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1662 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

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

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

The Board will investigate all allegations of harassment and, in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Notice

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 students and Board employees (i.e., administrators, and professional and support 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 rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or

physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

"Harassment" also includes "hate speech"—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 (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, 'sexual harassment' is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

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

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

Sexual Harassment covered by Policy 2266/AG 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 solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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 sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;

- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, 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, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment that reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- L. inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Boundary Invasions

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a 'special friend' or a 'special relationship');
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);

- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly 'touchy' with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student 'secrets' and having 'secrets' with a student;
- V. other similar activities or behavior.

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

Religious (Creed) Harassment

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

National Origin/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 work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Age Harassment

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

Race/Color Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or 'CO' 'COs'):

Sarah Trimmer
 Director of Talent and Culture
 1699 Schofield Ave., Suite 3006 100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1225

strimner@dce.K12.wi.us

~~Matt Spets~~ Jack Stoskopf, Interim Assistant Superintendent
 Business/Personnel Services Operations
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

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

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the 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 individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint 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. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

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

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
 1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.

E. The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.

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

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 work 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 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, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. 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 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The 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 any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ('OCR'), the Wisconsin Equal Rights Division, and/or Equal Employment Opportunity Commission ('EEOC'). 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>.

Complaint Procedure

A Complainant who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) directly to one of the COs; or 3) to the Superintendent or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who will consult with the other appointed/designated CO, if any, and if necessary appoint/designate another individual to serve in the role of CO for a complaint regarding a CO.

Due to the sensitivity surrounding complaints of harassment and retaliation, 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 Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

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

All written 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); a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the Complainant or Respondent.

Within two (2) days of receiving a complaint, the CO will inform the Respondent that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within five (5) 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.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. 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 or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

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 Superintendent or Board President, if the matter involves the Superintendent engage outside legal counsel to conduct the investigation consistent with this policy.

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

If the Superintendent requests additional investigation, the Superintendent 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 Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

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

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

The 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 procedure is not a prerequisite to the pursuit of other remedies.

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

Privacy/Confidentiality

The District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

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

Directives During Investigation

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

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

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

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 due to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be an 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/retaliation 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. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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 Superintendent 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 the 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.

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

The CO(s) 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 documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or 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 Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- 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 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 documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal 111.31, 118.195, 118.20, Wis. Stats.
 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
 29 U.S.C. 794, Rehabilitation Act of 1973
 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. 2000e et seq., Title VII of the Civil Rights Act of 1964
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1635
 National School Boards Association Inquiry and Analysis - May 2008

Cross [1662F - Discrimination/Harassment Complaint Form](#)
 References

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ('Protected Classes') in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

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

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

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Principal's Responsibilities

Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the District's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

Superintendent's Responsibilities

In furtherance of the aforesaid goal, the Superintendent shall:

A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict those Protected Classes toward the development of human society;
2. provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

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

C. Student Access

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

All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise qualified student with a disability the opportunity to participate in the academic or other school programs on the same basis as students without disabilities.

4. require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the District.

D. District Support

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

E. Student Evaluation

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

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 who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from school for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

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

School District community: means students and Board employees (i.e., administrators, and professional and support 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).

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

In addition, the Superintendent shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

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 constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

District Compliance Officers (hereinafter referred to as the 'COs')

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

Sarah Trimner
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 100 Alderson Street
 Schofield, WI 54476
 715-359-4221 ext. 1225
 strimner@dce.k12.wi.us

Gina Lehman
 Director of Student Services
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1351
 gilehman@dce.K12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

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

Investigation and Complaint Procedure

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

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

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

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

As soon as appropriate in the investigation process, the CO will inform the Respondent, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

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

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with 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 or designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

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 Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the Superintendent either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and Respondent. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent 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 Superintendent requests additional investigation, the Superintendent 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 Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

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

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 any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or Superintendent shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Privacy/Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity.

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

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, the opportunity to complete assignments missed due to absences related to 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 discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity level of any student involved. In those cases where discrimination/retaliation 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 Superintendent 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 unlawful 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 the 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 Superintendent 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 Compliance Officer(s) 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, including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel 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 related to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- 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) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

118.13 Wis. Stats.
 P.I. 9, Wis. Adm. Code
 P.I. 41, Wis. Adm. Code
 Fourteenth Amendment, U.S. Constitution
 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
 20 U.S.C. 7905, Boy Scouts of America Equal Access Act
 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
 42 U.S.C. 2000 et seq., Civil Rights Act of 1964
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1635, The GINA Regulations
 34 C.F.R. Part 110, The Age Discrimination Act Regulations
 Guidelines for Vocational Education Programs, Department of Education, Office for Civil Rights,
 March 21, 1979

Cross
 References

[po2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY](#)

[ag2260.01A - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY, INCLUDING PROCEDURES FOR THE IDENTIFICATION, EVALUATION, AND PLACEMENT OF STUDENTS SUSPECTED OF HAVING A DISABILITY, AND THE RIGHT TO FAPE](#)

[ag2260.01B - SECTION 504/ADA PARENTS' PROCEDURAL RIGHTS, INCLUDING DUE PROCESS HEARING](#)

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
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Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

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

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

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Free Appropriate Public Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education ('FAPE') to students with disabilities within its jurisdiction who are determined eligible for special education and related services under the Individuals with Disabilities Education Act ('IDEA') or Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities (see Definitions below), the Board shall provide the student a FAPE. An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For students with disabilities who are not eligible for specially designed instruction under the IDEA, the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of students without disabilities are met shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ('parents') are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan. The quality of education services provided to students with disabilities shall be equal to the quality of services provided to students without disabilities.

The Board is committed to educating (or providing for the education of) each qualified student with a disability within its jurisdiction with students without disabilities to the maximum extent appropriate. Generally, the District will place a student with a disability in the general education environment unless it is demonstrated that the education of the student in the general education environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the District places a student in a setting other than the general education environment, it shall take into account the proximity of the alternate setting to the student's home. If the Board operates a separate class or facility that is identified as being provided for students with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without disabilities.

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

In accordance with Section 504, parents and students shall be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, students and their parents shall be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights ('OCR'). Finally, students and parents shall be advised of their right to request a due process hearing before an Impartial Hearing Officer ('IHO') regarding the identification, evaluation, or educational placement of persons with disabilities, and their right to examine relevant education records. (See also AG 2260.01B - Section 504/ADA - Complaint and Due Process Procedures)

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 who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators and professional and support staff), and 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 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 District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

Individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

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

- A. who is of an age during which persons without disabilities are provided educational services;
- B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to persons with disabilities; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the IDEA.

With respect to vocational education services, a qualified individual with a disability means a student with a disability who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. The Board will not deny a student with disability access to its vocational education programs or courses due to architectural and/or equipment barriers, or because the student needs related aids or services to receive an appropriate education.

With respect to employment, a qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

With respect to employment, the Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under any program or activity to which Section 504/ADA applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers (hereinafter referred to as the 'COs')

The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s):

Sarah Trimner
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1225
 strimner@dce.K12.wi.us

Gina Lehnan
 Director of Student Services
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1351
 gilehman@dce.K12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

The COs 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 discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See below.) The Board further will establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing, for parents of students with disabilities. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, including the right to participation by the student's parents and representation of counsel, and their right to examine relevant education records.

Reports and Complaints of Discrimination and Retaliation

Students and District employees are required, and all other members of the District community and Third Parties are encouraged, to promptly report incidents of discrimination and/or retaliation to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

A student and/or parent may initiate the internal complaint procedure when they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as having a

disability or believed to have a disability pursuant to Section 504 and are not eligible under the IDEA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the OCR or requesting an impartial due process hearing.

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 constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

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

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

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

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or class schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

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

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

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. 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 information 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 or the designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

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 Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to the Complainant and to the Respondent. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent 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 Superintendent requests additional investigation, the Superintendent 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 Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant 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 or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

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

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 investigate, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of an investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

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 due to the discrimination, the opportunity to complete assignments missed due to absences related to 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 discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

When imposing discipline, the Superintendent 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 discrimination/retaliation 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 Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Impartial Due Process Hearing

A student and/or parent may request an impartial due process hearing regarding the identification, evaluation, or placement of a student with a disability. The student and/or parent may but are not required to first exhaust the above complaint procedure before requesting an impartial due process hearing. The parent of a student with a disability and a student over eighteen (18) years old (if not under guardianship) or an emancipated student has the right to: (1) examine records or documents that the school relied on in making its decision about the student; (2) request an impartial due process hearing that provides the parent and/or student with an opportunity to participate and permits representation by an attorney; and (3) have an opportunity for review of the decision made at the hearing.

A request for an impartial due process hearing should be made as soon as possible following a dispute in order to ensure that witnesses are available but no more than two years following the date of the matter in dispute. A request for an impartial due process hearing must be put in writing, identify the specific circumstances or areas of dispute that have given rise to the request for a hearing, and offer possible solutions to the dispute. The request for due process hearing must be filed with a District CO within the time limits specified above. The CO is available to assist individuals in filing a request for an impartial due process hearing.

When a request for an impartial due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an IHO (i.e., by a person not employed by the District, not involved in the education or care of the child, and not having a personal or professional interest that would conflict with the IHO's objectivity in the hearing). The District will maintain a list of trained IHOs that may include IDEA/Article 7 hearing officers, attorneys, and Directors of Special Education outside the District. The District CO will appoint an IHO from that list, and the District will bear the costs of the hearing. The appointment of an IHO will be made within fifteen (15) days after the request for an impartial due process hearing is received.

A party to an impartial due process hearing has the right to:

- A. be accompanied and advised by legal counsel and individuals with special knowledge or training with respect to the problems of students with disabilities at the party's own cost;
- B. present evidence and confront, cross-examine and compel the attendance of witnesses;
- C. a written or electronic verbatim record of the hearing; and
- D. written findings of fact and conclusions of law setting forth the reasons for the decision.

The IHO shall conduct the impartial due process hearing within a reasonable period of time (i.e., not to exceed ninety (90) days from the request for a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances). The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) days prior to the date of the hearing, unless otherwise agreed to by the parent and/or student. The notice shall include:

- A. a statement of the time, place and nature of the hearing;
- B. a statement of the legal authority and jurisdiction under which the hearing is being held;
- C. a reference to the particular section(s) of the statutes and rules involved;
- D. a statement of the availability of relevant records for examination;
- E. a short and plain statement of the matters asserted; and
- F. a statement of the right to be represented by counsel.

The IHO shall conduct the hearing in a manner that will afford all parties a full and fair opportunity to present evidence and otherwise to be heard. The parent and/or student may be represented by another person of the parent or student's choice, including an attorney. The IHO shall make a full and complete record of the proceedings.

The IHO shall render a decision in writing to the parties within thirty (30) days following the conclusion of the hearing. The decision will be based solely on the testimony and demonstrative evidence presented at the hearing and include a summary of the evidence (i.e., findings of fact) and the reason for the decision (conclusions of law). The IHO's decision shall include a statement that either party may appeal the decision.

Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.

OCR Complaint

At any time, if a student or parent believes that the student has been subjected to discrimination based upon disability in violation of Section 504 or the ADA, the student or parent may file a complaint with the OCR. The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Chicago Office
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
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the 'process' requirements of Subpart D of Section 504.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the COs will be published on the District's website and posted throughout the District, and included in the District's recruitment statements or general information publications.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/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, 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 Superintendent shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and 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, including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel 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 related to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any 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; and
- M. documentation of all actions, both individual and systemic, taken to stop the discrimination&n

Legal 29 C.F.R. Part 1630
 34 C.F.R. Part 300
 34 C.F.R. Part 104
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2266
Status	First Reading
Adopted	August 19, 2020
Last Revised	September 1, 2022

2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, third-party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook(s) if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee Handbook(s) if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

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.

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. A Board employee conditioning the provision of aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
 1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
 - a. *Rape* is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.
 - b. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - c. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
 - d. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
 - f. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by 948.02 or 948.09, Wis. Stats., or whose status as a student prohibits such sexual contact per 948.095, Wis. Stats.
 - g. *Other Sexual Contact* includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in Wis. Stat. § 940.225(5)(b).
 - h. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
 - i. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
 2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
 - a. A current or former spouse or intimate partner of the victim;
 - b. A person with whom the victim shares a child in common;
 - c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
 - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
 3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint: "Formal complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), referral to Employee Assistance Program, and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

School District community: 'School District community' refers to students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. Director of Talent and Culture

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board President. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) are:

Sarah Trimner
 Director of Talent and Culture
 715-359-4221, ext. 1225
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 strimner@dce.k12.wi.us

Gina Lehnan
 Director of Student Services
 715-359-4221, ext. 1351
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, Wi 54476
 gilehman@dce.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinator(s)' contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s)' contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), the perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent shall determine who will serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment.

The Board does business with various vendors, contractors, and other third parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, or the Employee Handbook.

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of

sex discrimination and/or sexual harassment must immediately/promptly notify the/a Title IX Coordinator of such information or report. The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee’s knowledge is based on another individual bringing the information to the Board employee’s attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies, including Policy 5120 - Assignment within District; Policy 5605 - Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, and Policy 5611 – Due Process Rights.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint.

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process and procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 5517 - Student Anti-Harassment as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities. The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:
 1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
 3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a formal complaint *unless* the conduct alleged in the formal complaint:

- A. would not constitute sexual harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one (1) of the preceding circumstances exist, the Title IX Coordinator *shall* dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one (1) of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee Handbook.

The Title IX Coordinator *may* dismiss a formal complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:
 - A. the allegations;
 - B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
 - C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.
- C. Board Policy 2461 – Recording of District Meetings Involving Students and/or Parents controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of one(1) day notice with respect to investigative interviews and other meetings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence.
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment). Consequences could be up to and including an expulsion hearing, or permanent exclusion from co-curricular and/or extra-curricular activity(ies), including athletics or current class enrollment.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, Policy 5610.01 – Alternative Expulsion Hearing Procedure, Policy 5610.02 – In-School Discipline, and Policy 5611 – Due Process Rights. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy including but not limited to (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. written reprimands;
- C. performance improvement plan;
- D. required counseling;
- E. required training or education;
- F. demotion;
- G. suspension with pay;
- H. suspension without pay;
- I. termination, and any other sanction authorized by any applicable Employee Handbook.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party determined responsible for violating this policy (i.e., engaging in sexual harassment):

- A. oral or written warning;
- B. suspension or termination/ cancellation of the Board's contract with the third-party vendor or contractor;
- C. mandatory monitoring of the third-party while on school property and/or while working/interacting with students;
- D. restriction/prohibition on the third party's ability to be on school property; and

E. any combination of the same.

If the decision-maker(s) determines the third-party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the Superintendent will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is a member of the Board, that member of the Board shall be excluded from any determination regarding the imposition of a disciplinary sanction/consequence by the remaining Board members.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.
- D. The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the sexual harassment).

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein.

Nothing herein shall prevent the Superintendent from imposing any remedy, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

Specifically, the appealing party must submit with the notice of appeal a written statement challenging the determination of responsibility. The nonappealing party shall have up to five (5) days after receipt of the appealing party's written statement to submit his/her written statement in support of the determination of responsibility.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s)' determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further

review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures 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.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, or any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of sexual harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;
- C. how to conduct an investigation and implement the grievance process appeals and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. § 19.21(6):

- A. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to

restore or preserve equal access to the District's education program or activity;

B. Any appeal and the result therefrom;

C. Any informal resolution and the result therefrom; and

D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website.

Outside Appointments, Dual Appointments, and Delegations

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains the discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the Superintendent at any time.

Discretion in Application

The Board retains the discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains the discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the Board retains the discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

Revised 1/31/22

Revised 3/16/22

Revised 6/15/22

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Legal	20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
	20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
	42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
	42 U.S.C. 2000d et seq.
	42 U.S.C. 2000e et seq.
	42 U.S.C. 1983
	34 C.F.R. Part 106
	19.21(6), Wis. Stats.
	118.25, Wis. Stats.
	120.13, Wis. Stats.
	948.02, Wis. Stats.
	OCR's Revised Sexual Harassment Guidance (2001)
	20 U.S.C. 1092(F)(6)(A)(v)
	34 U.S.C. 12291(a)(10)

34 U.S.C. 12291(a)(8)

34 U.S.C. 12291(a)(30)

Cross
References

[ag2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#)

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

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 who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

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

School District community means students and Board employees (i.e., administrators, and professional and support 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).

District Compliance Officers

The Board designates the following individuals to serve as the District's 'Compliance Officers' (also known as 'Civil Rights Coordinators'; hereinafter referred to as the 'COs').

Sarah Trimner
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1225
 strimner@dce.K12.wi.us

~~Matt Spets,~~ Jack Stoskopf, Interim Assistant Superintendent
 Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. Any sections of the District's postings, notifications, advertisements, or other materials regarding recruiting, hiring, and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from these materials.

Reports and Complaints of Discrimination and Retaliation

Employees are required to report incidents of discrimination and/or retaliation to an administrator, supervisor, or other supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employees who receive such a report shall file it with the CO at the employee's first opportunity, but no later than two (2) days.

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

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

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The CO will provide a copy of this policy to the Complainant and the Respondent upon request.

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

Investigation and Complaint Procedure

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to discrimination or retaliation may seek resolution of the complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

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

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

Complaint Procedure

A Complainant who alleges discrimination/retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the Superintendent or other supervisory employees. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged 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 Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than 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); a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still may take whatever actions are deemed appropriate in consultation with the Superintendent.

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

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and upon request provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint and the obligation to do so within five (5) days.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

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 Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Superintendent, who will forward the request to the Board President.

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant 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 or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

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.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

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

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 due to 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 discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

When imposing discipline, the Superintendent 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 discrimination/retaliation 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 Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/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 the 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 Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. 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 documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or 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; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- 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 Codes 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 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 documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 10/4/18
 Revised 4/24/19
 T.C. 6/22/20
 Revised 11/17/21

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Legal

- 111.31 et seq., Wis. Stats.
- 111.335(d)(2), Wis. Stats.
- 118.195, Wis. Stats.
- 118.20, Wis. Stats.
- Fourteenth Amendment, U.S. Constitution
- 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
- 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
- 29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended
- 38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act
- 42 U.S.C. 2000 et seq., Civil Rights Act of 1964
- 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
- 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973 as amended
- 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
- 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
- 29 C.F.R. Part 1635, The GINA Regulations
- 34 C.F.R. Part 110, The Age Discrimination Act Regulations

Cross
 References [3122F - Discrimination/Harassment Complaint Form](#)

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po3123
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

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 who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and 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 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 District community at school-related events/activities (whether on or off District property).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or 'auxiliary aids or services,' learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the 'COs').

Sarah Trimner
 Director of Talent and Culture
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1225
 strimner@dce.K12.wi.us

~~Matt Spets, Jack Stoskopf, Interim Assistant Superintendent
 Business/Personnel Services Operations
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us~~

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website.

The COs 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 discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such

complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ('Section 504'), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. 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 or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ('OCR'). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

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 investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

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 due to 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 discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

When imposing discipline, the Superintendent 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 discrimination/retaliation 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 Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/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 Section 504 or the ADA, 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 the 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 Superintendent shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and 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 the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;
- K. 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;
- L. copies of the Board policy and 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 Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. 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 conduct an investigation of an alleged violation of this policy.

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

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

T.C. 6/22/20
Revised 11/17/21

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Legal 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1630
 34 C.F.R. Part 104

Cross [ag3123 - SECTION 504/ADA - PROHIBITION AGAINST DISABILITY DISCRIMINATION IN](#)
 References [EMPLOYMENT](#)

Last Modified by Ellen Suckow on May 3, 2023



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Section	First Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po3362
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3362 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

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

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

The Board will investigate all allegations of harassment and, in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Notice

Notice of the Board's policy on anti-harassment related to employment practices 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 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): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

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 students and Board employees (i.e., administrators, and professional and support 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 rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

"Harassment" also includes "hate speech"—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 (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, 'sexual harassment' is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

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

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

Sexual Harassment covered by Policy 2266/AG 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 solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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 sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, 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, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment that reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- L. inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Boundary Invasions

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a 'special friend' or a 'special relationship');
- G. initiating or extending contact with students beyond the school day for personal purposes;

- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly 'touchy' with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student 'secrets' and having 'secrets' with a student;
- V. other similar activities or behavior.

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

Religious (Creed) Harassment

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

National Origin/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 work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Age Harassment

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

Race/Color Harassment

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

Disability Harassment

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

occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or 'CO' 'COs'):

Sarah Trimmer
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1225
 strimmer@dce.K12.wi.us

~~Matt Spets~~ Jack Stoskopf, Interim Assistant Superintendent
 Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

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

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the 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 individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, 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. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

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

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.

- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.
 2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

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 work 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 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, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. 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 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The 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 any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ('OCR'), the Wisconsin Equal Rights Division, and/or Equal Employment Opportunity Commission ('EEOC'). 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>.

Complaint Procedure

A Complainant who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) directly to one of the COs; or 3) to the Superintendent or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who will consult with the other appointed/designated CO, if any, and if necessary appoint/designate another individual to serve in the role of CO for a complaint regarding a CO.

Due to the sensitivity surrounding complaints of harassment and retaliation, 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 Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

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

All written 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); a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the Complainant or Respondent.

Within two (2) days of receiving a complaint, the CO will inform the Respondent that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within five (5) 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.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. 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 or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

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 Superintendent or Board President, if the matter involves the Superintendent engage outside legal counsel to conduct the investigation consistent with this policy.

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

If the Superintendent requests additional investigation, the Superintendent 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 Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

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

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

The 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 procedure is not a prerequisite to the pursuit of other remedies.

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

Privacy/Confidentiality

The District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

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

Directives During Investigation

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

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

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

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 due to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be an 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/retaliation 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. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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 Superintendent 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 the 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.

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

The CO(s) 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 documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or 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 Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- 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 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 documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 4/24/19

T.C. 6/22/20

Revised 10/21/20

Revised 11/17/21

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Legal 111.31, 118.195, 118.20, Wis. Stats.
 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
 29 U.S.C. 794, Rehabilitation Act of 1973
 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. 2000e et seq., Title VII of the Civil Rights Act of 1964
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1635
 National School Boards Association Inquiry and Analysis - May 2008

Cross [ag3362.01 - REPORTING THREATENING BEHAVIORS](#)
 References

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

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 who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

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

School District community means students and Board employees (i.e., administrators, and professional and support 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).

District Compliance Officers

The Board designates the following individuals to serve as the District's 'Compliance Officers' (also known as 'Civil Rights Coordinators'; hereinafter referred to as the 'COs').

Sarah Trimner
Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
SchofieldWeston, WI 54476
715-359-4221 ext. 1225
strimner@dce.K12.wi.us

~~Matt Spets,~~ Jack Stoskopf, Interim Assistant Superintendent
Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
SchofieldWeston, WI 54476
715-359-4221 ext. 1243
mspetsjstoskopf@dce.K12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. Any sections of the District's postings, notifications, advertisements, or other materials regarding recruiting, hiring, and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from these materials.

Reports and Complaints of Discrimination and Retaliation

Employees are required to report incidents of discrimination and/or retaliation to an administrator, supervisor, or other supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employees who receive such a report shall file it with the CO at the employee's first opportunity, but no later than two (2) days.

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

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

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The CO will provide a copy of this policy to the Complainant and the Respondent upon request.

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

Investigation and Complaint Procedure

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to discrimination or retaliation may seek resolution of the complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

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

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

Complaint Procedure

A Complainant who alleges discrimination/retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the Superintendent or other supervisory employees. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged 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 Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than 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); a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still may take whatever actions are deemed appropriate in consultation with the Superintendent.

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

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and upon request provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint and the obligation to do so within five (5) days.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

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 Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Superintendent, who will forward the request to the Board President.

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant 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 or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

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.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

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

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 due to 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 discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

When imposing discipline, the Superintendent 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 discrimination/retaliation 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 Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/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 the 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 Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. 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 documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or 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; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- 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 Codes 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 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 documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 10/4/18
 Revised 4/24/19
 T.C. 6/22/20
 Revised 11/17/21

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Legal	111.31 et seq., Wis. Stats.
	111.335(d)(2), Wis. Stats.
	118.195, Wis. Stats.
	118.20, Wis. Stats.
	Fourteenth Amendment, U.S. Constitution
	20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
	20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
	29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended
	38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act
	42 U.S.C. 2000 et seq., Civil Rights Act of 1964
	42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
	42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973 as amended
	42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
	42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
	29 C.F.R. Part 1635, The GINA Regulations
	34 C.F.R. Part 110, The Age Discrimination Act Regulations
Cross References	po4122.01 - DRUG-FREE WORKPLACE
	po4122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
	ag4122.01 - DRUG-FREE WORKPLACE
	4122F - Discrimination/Harassment Complaint Form

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po4123
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

4123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

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 who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and 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 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 District community at school-related events/activities (whether on or off District property).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or 'auxiliary aids or services,' learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the 'COs').

Sarah Trimner
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1225
 strimner@dce.K12.wi.us

~~Matt Spets, Jack Stoskopf, Interim~~ Assistant Superintendent
 Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website.

The COs 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 discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such

complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ('Section 504'), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. 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 or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ('OCR'). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

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 investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

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 due to 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 discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

When imposing discipline, the Superintendent 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 discrimination/retaliation 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 Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/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 Section 504 or the ADA, 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 the 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 Superintendent shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and 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 the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;
- K. 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;
- L. copies of the Board policy and 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 Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. 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 conduct an investigation of an alleged violation of this policy.

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

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

T.C. 6/22/20
Revised 11/17/21

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Legal 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1630
 34 C.F.R. Part 104

Cross [ag4123 - SECTION 504/ADA - PROBITION AGAINST DISABILITY DISCRIMINATION IN](#)
 References [EMPLOYMENT](#)

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po4362
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

4362 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

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

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

The Board will investigate all allegations of harassment and, in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Notice

Notice of the Board's policy on anti-harassment related to employment practices 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 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): Unless expressly stated otherwise, the term "day" or "days" as used in this policy 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).

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 students and Board employees (i.e., administrators, and professional and support 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 rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

"Harassment" also includes "hate speech"—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 (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, 'sexual harassment' is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

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

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

Sexual Harassment covered by Policy 2266/AG 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 solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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 sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, 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, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment that reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- L. inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Boundary Invasions

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a 'special friend' or a 'special relationship');
- G. initiating or extending contact with students beyond the school day for personal purposes;

- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly 'touchy' with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student 'secrets' and having 'secrets' with a student;
- V. other similar activities or behavior.

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

Religious (Creed) Harassment

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

National Origin/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 work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Age Harassment

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

Race/Color Harassment

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

Disability Harassment

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

occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or 'CO' 'COs'):

Sarah Trimmer
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1225
 strimmer@dce.K12.wi.us

~~Matt Spets~~ Jack Stoskopf, Interim Assistant Superintendent
 Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

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

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the 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 individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment). The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

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

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.

- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.
 2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

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 work 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 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, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. 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 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The 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 any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ('OCR'), the Wisconsin Equal Rights Division, and/or Equal Employment Opportunity Commission ('EEOC'). 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>.

Complaint Procedure

A Complainant who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) directly to one of the COs; or 3) to the Superintendent or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who will consult with the other appointed/designated CO, if any, and if necessary appoint/designate another individual to serve in the role of CO for a complaint regarding a CO.

Due to the sensitivity surrounding complaints of harassment and retaliation, 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 Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

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

All written 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); a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the Complainant or Respondent.

Within two (2) days of receiving a complaint, the CO will inform the Respondent that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within five (5) 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.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. 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 or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

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 Superintendent or Board President, if the matter involves the Superintendent engage outside legal counsel to conduct the investigation consistent with this policy.

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

If the Superintendent requests additional investigation, the Superintendent 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 Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

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

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

The 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 procedure is not a prerequisite to the pursuit of other remedies.

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

Privacy/Confidentiality

The District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

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

Directives During Investigation

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

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

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

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 due to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be an 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/retaliation 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. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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 Superintendent 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 the 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.

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

The CO(s) 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 documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or 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 Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- 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 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 documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 4/24/19
T.C. 6/22/20
Revised 10/21/20
Revised 11/17/21

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Legal 111.31, 118.195, 118.20, Wis. Stats.
 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
 29 U.S.C. 794, Rehabilitation Act of 1973
 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. 2000e et seq., Title VII of the Civil Rights Act of 1964
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1635
 National School Boards Association Inquiry and Analysis - May 2008

Cross [ag4362.01 - REPORTING THREATENING BEHAVIORS](#)
References [4362F - Discrimination/Harassment Complaint Form](#)

Last Modified by Ellen Suckow on May 3, 2023



Book	Policy Manual
Section	First Reading by Board
Title	DEFINITIONS
Code	po0100
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

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, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, is 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 Superintendent.

Administrators may include the following positions: Assistant Superintendents, Director of Special Education, Director of Student Services, Director of Curriculum, Director of Talent and Culture, Director of Technology, Director of School Nutrition, Director of Buildings and Grounds, Director of Community Services/Special Projects/Safety, Principals, Assistant Principals.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Agreement

A collectively-negotiated contract with a recognized bargaining unit.

Apps and Services

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

Board

The School Board is also commonly referred to as the 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 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 where the territory of which is not wholly in one municipality. (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.

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.

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. 19.82(2) Wis. Stats.

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 maybe 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, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

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 Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child, 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

Except if otherwise defined in policy, 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); or a person serving on the Board.

The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

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 web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

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

Superintendent

Sometimes the administrative head of the school district is referred to as Superintendent. He/She has the authority of the Superintendent by law. In policy, capitalization of the term Superintendent may imply a 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 requirement to hold 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 0170)

Vice-President

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

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes his/her the Board member's 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 3/22/17

Revised 10/21/20

Revised 6/16/21

Revised 10/27/21

Revised 3/16/22

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Last Modified by Ellen Suckow on May 5, 2023



Book	Policy Manual
Section	First Reading by Board
Title	ASSOCIATION MEMBERSHIPS
Code	po0175
Status	First Reading
Adopted	May 25, 2016

0175 - ASSOCIATION MEMBERSHIPS

The School Board may maintain membership in the Wisconsin Association of School Boards and **the Consortium of State School Boards and** may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

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Last Modified by Ellen Suckow on March 31, 2023



Book	Policy Manual
Section	First Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po1630.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

1630.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ('FMLA')

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to administrative staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ('FMLA') and the Wisconsin Family and Medical Leave Act ('WFMLA'). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to a staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a 'serious health condition'

The term 'child' generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

'Parent' includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

'Spouse' includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, ~~in the line of duty~~ which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent **or designee** will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

~~Please see also Policy 3430.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the WFMLA shall begin on January 1 and end on December 31.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the federal FMLA shall be a 'rolling back' twelve (12) month period measured backwards from the date an employee uses an FMLA leave. Under some circumstances, the state and federal laws may differ. When both state and federal laws provide for family and medical leaves, the leaves will run concurrently.~~

~~Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year as follows:~~

- ~~A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;~~
- ~~B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and~~

~~C a total of two (2) weeks of leave due to the staff member's serious health condition.~~

~~Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.~~

~~Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling twelve (12) month period measured backward from the date of usage for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.~~

~~Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care.~~

~~Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year (January 1 to December 31) as follows:~~

- ~~A a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;~~
- ~~B a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and~~
- ~~C a total of two (2) weeks of leave due to the staff member's serious health condition.~~

~~Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.~~

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a 'serious health condition' under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a 'serious health condition' of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); **and**
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member ~~or staff member's~~ family member must be under the continuing supervision of, but need not be receiving

active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent **or designee** with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's **own** serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption ~~leave under WFMLA~~, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as **a** definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

~~Employees~~ Staff members must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

~~See Policy 3430.~~ The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting an FMLA leave request form via the online system.

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, ~~s/he~~ the staff member must notify the Superintendent **or designee** within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent **or designee** within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent **or designee** as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent **or designee** will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent **or designee** doubts the validity of a certification, it may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent **or designee** may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent **or designee** to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent **or designee** will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

~~Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.~~

Absent extenuating circumstances, the Superintendent **or designee** will provide the employee with a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent **or designee** sufficient to enable the Superintendent **or designee** to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent **or designee** will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. ~~Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.~~

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the ~~C~~certification.

When leave is governed only by the FMLA, the Superintendent **or designee** may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent **or designee** for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent **or designee** may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid.

For leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

For leave governed exclusively by the FMLA, staff members cannot substitute Sick Leave to care for the staff member's child over the age of eighteen (18).

After Paid Time Off (PTO) is exhausted, leave for family leaves indicated above would be unpaid unless the staff member substitutes Vacation Leave, if available.

For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned or accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

If the staff member elects to substitute accrued paid or unpaid leave under WFMLA, leave must be substituted in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

If available, Vacation Leave may be substituted during any portion of leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

~~For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.~~

~~For leave governed by the WFMLA, the staff member may elect to substitute accrued paid or unpaid leave of any other type provided by the Board for any family or medical leave in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. After Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. After Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.~~

~~For leave governed exclusively by the FMLA (not running concurrently with the WFMLA), the Board requires accrued Paid Time Off (PTO) and Sick Leave to be substituted. Leave is substituted for medical and certain family leave (except for family leave as indicated below) in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. After Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. After Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~For leave governed exclusively by the FMLA, staff members may not substitute Sick Leave for the following family leaves:~~

- ~~A. For the birth of a child and to care for the newborn child;~~
- ~~B. For placement with the staff member of a child for adoption or foster care and to care for the newly placed child;~~
- ~~C. To care for the staff member's child over the age of eighteen (18).~~

~~After Paid Time Off (PTO) is exhausted, leave for the family leaves indicated above would be unpaid unless staff member substitutes Vacation Leave, if available.~~

~~If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.~~

~~Staff members may not substitute paid sick leave, medical, or family leave for any situation not covered by the employer's leave plan.~~

~~Any paid leave substituted for unpaid FMLA or WFMLA leave will decrease, in whole or part, the staff member's FMLA and/or WFMLA leave entitlement.~~

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent **or designee** for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans with Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent **or designee** will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an 'individual with a disability' within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

~~The Superintendent shall see that the policy is posted properly.~~

The Superintendent shall provide a copy of the policy upon the request of a staff member.

Revised 8/16/17

DCE May 2023

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Legal 29 U.S.C. 2601 et seq.
 29 C.F.R. Part 825
 103.10, Wis. Stats.
 Wis. Admin. Department of Workforce Development (DWD) 225
 National Defense Authorization Act of 2010

Cross [ag1630.01B - FMLA RECORDKEEPING REQUIREMENTS](#)
References

Last Modified by Ellen Suckow on May 11, 2023



Book	Policy Manual
Section	First Reading by Board
Title	CURRICULUM DEVELOPMENT
Code	po2210
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 31, 2022

2210 - CURRICULUM DEVELOPMENT

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, a District the curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent. shall provide for the review of the evaluation process at least every five (5) years. The District curriculum plan shall include sequential curriculum plans, which provide an organized set of learning experiences that build upon previously acquired knowledge and skills.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as the courses of study, subjects, classes, and organized activities provided by the school to include:

- A (x) the courses of study, subjects, classes, and organized activities provided by the school;
- B (x) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C (x) learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D (x) the plan for learning necessary to accomplish the educational goals of the District;
- E (x) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum shall be developed and evaluated by the Superintendent, and that curriculum plans and courses of study incorporated into the curriculum of this District:

- A (x) be consistent with and designed to achieve the District's philosophy and goals and ensure the possibility of their achievement;
- B (x) allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- C (x) provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- D (x) utilize a variety of learning resources to accomplish the educational goals;
- E encourage students to utilize school counseling services in their academic and career planning;
- F in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- G in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;

- H in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, world language, physical education, art and music;
- I provide regular instruction in world language in grades 7 and 8;
- J in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- K incorporate instruction in financial literacy into the curriculum in grades kindergarten to 12;
- L at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides;
- M provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- N provide for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

The Board directs that the curriculum of this District:

- A. provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- ~~B~~ ensures, consistent with 115, Wis. Stats. and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- ~~C~~ be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- ~~D~~ be consistent with 118.30, Wis. Stats. by incorporating State recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- ~~E~~ encourages students to utilize school counseling services in their academic and career planning;
- ~~F~~ in the elementary grades, provides regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art, and music;
- ~~G~~ in grades five (5) to eight (8), provides regular instruction in language arts, social studies, mathematics, science, health, physical education, art, and music;
- ~~H~~ in grades nine (9) to twelve (12), provides access to an educational program that enables students each year to study English, social studies, mathematics, science, career and technical education, world language, physical education, art, and music;
- ~~I~~ provides regular instruction in world language in grades seven (7) and eight (8);
- ~~J~~ in one (1) of grades five (5) to eight (8) and in one (1) of grades ten (10) to twelve (12), provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15(5), Wis. Stats.;
- ~~K~~ incorporates instruction in financial literacy into the curriculum in grades kindergarten to twelve (12);
- ~~L~~ at least once in grades five (5) to eight (8) and at least once in grades nine (9) to twelve (12), include instruction on the Holocaust and other genocides effective with the 2022-23 school year;
- ~~M~~ provides that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- ~~N~~ provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society including, but not limited to, Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

The Superintendent shall make progress reports to the Board periodically.

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

The Superintendent may propose programming using innovative instructional design as deemed to be beneficial or necessary to the continuing growth of the instructional program and to better the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with State law and implemented consistent with the District's

curriculum as approved by the Board.

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

Revised 11/18/20

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Legal 118.01, 118.24, 118.30, 121.01(1)(k), 121.02(1)(L), Wis. Stats.
PI 8.001(6g), PI 8.01(2)(L), PI 8.01(2)(k)

Cross [ag2210A - CURRICULUM DEVELOPMENT](#)
References

Last Modified by Ellen Suckow on May 5, 2023



Book	Policy Manual
Section	First Reading by Board
Title	ADOPTION OF COURSES OF STUDY
Code	po2220
Status	First Reading
Adopted	May 25, 2016

2220 - ADOPTION OF COURSES OF STUDY

The School Board shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study through inclusion in the sequential curriculum plan described in Policy 2210 - Curriculum Development. A course of study is part of the sequential curriculum plan that describes course objectives, sequence, content, and a method of evaluating student attainment of objectives. Each course of study shall specify the ~~hours of instruction committed to it each week, semester, and school year~~ total number of credit hours.;

The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board. No course of study shall be taught in the schools of this District unless it has been adopted by the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students and are needed to comply with State law.

The Superintendent's recommendation shall include the following information about each course of study:

- A+ its applicability to students and an enumeration of those groups of students to be affected by it;
- B+ the intended learning objective(s), defined in terms of ~~how the learning is applied~~ how the student can apply the learning;
- C+ its scope and sequence and a statement of the rationale used to determine the amount and type of instructional time needed to accomplish the objectives at each level;
- D+ its justification in terms of the goals of this District, especially when it is proposed to take the place of an existing course of study;
- E+ its instructional methods and learning strategies including the manner in which the learning of democratic principles and ethics is provided for, if appropriate to the content of the course;
- F+ the resources that its implementation will require, including instructional materials, equipment, specially-trained personnel, etc.;
- G+ the plan for its continuous assessment which includes criteria and standards;
- H+ its developmental and operational history as well as data on results, where available.

The learning that results from each course of study should be durable, significant, and transferable and require a high level of student achievement of clearly-defined, cumulative performance objectives.

The plan for student assessment for each course of study should include the criteria and standards that will be used to determine when students may need to participate in remedial, supplemental, or accelerated activities in order to ensure that each student has been provided the opportunity to achieve at their optimum level.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom they are responsible. Deviation from its content must be approved in accordance with the District Administrator's administrative guidelines.

~~✖] Since one of the District's goals is to prepare students to enter the world of work, the Board directs that each course of study include as part of its learning accomplishments that students can demonstrate their willingness and ability to be punctual, to be present at the learning site each day unless absent for a legitimate reason, and to complete assignments on time and as directed. The District Administrator's guidelines should include recommendations to staff on how to instruct students in these important work ethics and how to include these learnings in the grades that students receive.~~

~~[] The District Administrator shall develop administrative guidelines which provide for the development of individual learning plans that contain pre and post assessment activities as well as instructional activities for implementing each course of study. Such plans should also provide for proper record keeping and periodic reporting of student performance. The District Administrator shall ensure that the appropriate amount of instruction time is allocated to each course of study that comprises the program of each school. The allocation of time is to be determined by the District Administrator and appropriate members of the staff and shall be justified in terms of the amount of time needed for students to accomplish the objectives of the curriculum as well as the District's educational goals.~~

~~[] In keeping with the Board's commitment to the school improvement process, such guidelines shall also provide for the appropriate participation of staff, parents, students, and relevant community organizations in the review of the District's courses of study.~~

~~[x] The District Administrator Superintendent shall maintain a current list of all courses of study offered by this District.~~

~~(-) and shall provide each member of the Board with a current list of all courses of study.~~

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- Legal 118.01, Wis. Stats.
- 118.24(2)(c), 121.02(1)(k), Wis. Stats.
- PI 8.01(2)(k)2
- PI 8.01(2)(k)3

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Book Policy Manual
 Section First Reading by Board
 Title SPECIAL OBSERVANCE DAYS
 Code po2221
 Status First Reading
 Adopted May 25, 2016

2221 - SPECIAL OBSERVANCE DAYS

In compliance with the Wisconsin School Laws, 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
Last Friday in April	Arbor Day - except that if the Governor by proclamation sets apart one (1) day to be designated as Arbor Day and Bird Day under State law, that day shall be appropriately observed.
June 14th	Robert La Follette Sr. Day
September 11	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

Wednesday the third week in September as part of Wonderful Wisconsin week

Friday the third week in September POW-MIA Recognition Day

Wednesday the fourth week in September

Bully Awareness Day

October 9th

Leif Erikson Day

October 12th

Christopher Columbus's Birthday

November 11th

Armistice Day

Friday of the 3rd week in September

POW-MIA Recognition Day

Wednesday of the 4th week in September

Bullying Awareness Day

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Legal 118.02, 118.025, 118.02(9t) Wis. Stats.

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Book	Policy Manual
Section	First Reading by Board
Title	DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	First Reading
Adopted	May 25, 2016
Last Revised	September 1, 2022

2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are related to the District's curriculum and/or mission.

The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the Superintendent shall take steps to make such opportunities accessible to all students.

For purposes of this policy, District-sponsored activities are typically those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit; or
- E. the subject matter is of interest to students and aligns with the District's goals and mission.

No activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with competitive extra-curricular activities/athletics, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 - Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Nondistrict-sponsored, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such activity during the hours when functioning as a member of the staff.

All activities which meet the criteria of 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 policies.

No non-district-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

Eligibility is determined by the rules in the D.C. Everest Athletics and Activities Handbook and the Wisconsin Interscholastic Athletic Association.

Students shall be fully informed of the District-sponsored activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The Superintendent shall prepare administrative guidelines to implement a program of clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

Whenever a student becomes a member of a District-sponsored student group or national organization such as the National Honor Society, in order to remain a member, the student must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

Revised 2/22/21
Revised 6/16/21
Revised 12/15/21

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Legal 120.12(23), Wis. Stats.
P.L. 98-377

Cross [ag2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES](#)
References

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Book	Policy Manual
Section	First Reading by Board
Title	REDUCTION IN STAFF
Code	po3131
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 20, 2021

3131 - **REDUCTION IN STAFF**

It is the responsibility of the Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other warranted circumstances.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

~~Selection of staff for reduction, once positions have been identified, will be based on~~ The Superintendent shall determine the appropriate employees for reduction considering all factors deemed important and in the best interests of the District, including, but not limited to the following considerations, including but not limited to:

- A. qualifications of the employees being considered for reduction
- B. performance of employees, including performance evaluations
- C. input from direct supervisors

~~The Superintendent shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.~~

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid-off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming the Superintendent may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances.

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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Book	Policy Manual
Section	First Reading by Board
Title	USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF
Code	po3215
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 15, 2021

3215 - **USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term 'tobacco products retailer' means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 1/20/21

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

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Book	Policy Manual
Section	First Reading by Board
Title	BENEFITS
Code	po3425
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

3425 - **BENEFITS**

It is the Board's policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high-quality employees.

The specific design and development of employee benefit plans, including health insurance, dental insurance, short-term and long-term disability insurance, and life insurance benefits shall be determined by the Superintendent with approval by the Board. **The Superintendent may establish an employee benefits committee.** These programs shall be reviewed no less than annually and where necessary or appropriate, the Superintendent shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options, such as self-funding insurance plans. The Superintendent shall present to the Board for its approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits shall be available in the District office.

Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The Board retains final authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

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Legal Consolidated Omnibus Budget Reconciliation Act of 1985 Pub. L. 99-272

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Book	Policy Manual
Section	First Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
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3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ('FMLA')

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to professional staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ('FMLA') and the Wisconsin Family and Medical Leave Act ('WFMLA'). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child;
- B. for placement with the eligible staff member of a child for adoption or foster care;
- C. to care for an eligible staff member's spouse, child or parent with a 'serious health condition'.

The term 'child' generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

'Parent' includes a staff member's spouse's legal guardian only if the employee is requesting leave under the WFMLA.

'Spouse' includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position;
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves;

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, ~~in the line of duty~~ which renders the service member medically unfit to perform the member's office, grade, rank, or rating;

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent **or designee** will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling twelve (12) month period measured backward from the date of usage for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year (January 1 to December 31) as follows:

- A a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C a total of two (2) weeks of leave due to the staff member's serious health condition.

~~Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.~~

~~Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling back twelve (12) month period measured backwards from the date an employee uses a FMLA leave for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above. When both State and Federal laws provided for FMLA, the leaves will run concurrently.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the WFMLA shall begin on January 1 and end on December 31.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the Federal FMLA shall be a 'rolling back' twelve (12) month period measured backwards from the date an employee uses an FMLA leave. Under some circumstances, the State and Federal laws may differ. When both State and Federal laws provide for family and medical leaves, the leaves will run concurrently.~~

~~Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year as follows:~~

~~A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;~~

~~B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and~~

~~C. a total of two (2) weeks of leave due to the staff member's serious health condition.~~

~~Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA covered service is counted in determining an employee's eligibility for FMLA leave.~~

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a 'serious health condition' under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a 'serious health condition' of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); **and**

3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. ~~You or your family~~ ~~The staff member or staff member's family member~~ must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent ~~or designee~~ with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under ~~the~~ WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

~~Employees~~ ~~Staff members~~ must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave ~~through the online system~~, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form ~~via the online system~~.

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent ~~or designee~~ within two (2) business days of learning of the circumstances necessitating the extension.

Certification By ~~H~~ Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent ~~or designee~~ within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent ~~or designee~~ as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent ~~or designee~~ will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent ~~or designee~~ doubts the validity of a certification, ~~the Superintendent or designee~~ may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained.

The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent **or designee** may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent **or designee** to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent **or designee** will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent or designee will provide the employee with a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent or designee sufficient to enable the Superintendent or designee to determine that the leave is being taken for an FMLA-qualifying reason.

~~Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.~~

The Superintendent **or designee** will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. ~~Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.~~

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the **C**Certification.

When leave is governed only by the FMLA, the Superintendent **or designee** may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent **or designee** for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent **or designee** may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or

- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid.

For leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, in the following order pursuant to the Employee Handbook:

- A if available, Paid Time Off (PTO);
- B after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

For leave governed exclusively by the FMLA, staff members cannot substitute Sick Leave to care for the staff member's child over the age of eighteen (18).

After Paid Time Off (PTO) is exhausted, leave for family leaves indicated above would be unpaid unless the staff member substitutes Vacation Leave, if available.

For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned or accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

If the staff member elects to substitute accrued paid or unpaid leave under WFMLA, leave must be substituted in the following order pursuant to the Employee Handbook:

- A if available, Paid Time Off (PTO);
- B after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

If available, Vacation Leave may be substituted during any portion of leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

~~For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.~~

~~For leave governed by the WFMLA, the staff member may elect to substitute accrued paid or unpaid leave of any other type provided by the Board for any family or medical leave in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.~~

~~For leave governed exclusively by the FMLA (not running concurrently with the WFMLA), the Board requires accrued Paid Time Off (PTO) and Sick Leave to be substituted. Leave is substituted for medical and certain family leave (except for family leave as indicated below) in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~For leave governed exclusively by the FMLA, staff members may not substitute Sick Leave for the following family leaves:~~

- ~~A. For the birth of a child and to care for the newborn child;~~

- ~~B. For placement with the staff member of a child for adoption or foster care and to care for the newly placed child; or~~
- ~~C. To care for the staff member's child over the age of eighteen (18).~~

~~After Paid Time Off (PTO) is exhausted, leave for the family leaves indicated above would be unpaid unless staff member substitutes Vacation Leave, if available.~~

~~If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.~~

~~Staff members may not substitute paid sick leave, medical, or family leave for any situation not covered by the employer's leave plan.~~

~~Any paid leave substituted for unpaid FMLA or WFMLA leave will decrease, in whole or part, the staff member's FMLA and/or WFMLA leave entitlement.~~

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent **or designee** for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans with Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent **or designee** will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans with Disabilities Act of 1990. If the staff member is an 'individual with a disability' within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

~~The Superintendent shall see that the policy is posted properly.~~

The Superintendent shall provide a copy of the policy upon the request of a staff member.

Revised 8/16/17

DCE May 2023

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Legal	29 U.S.C. 2601 et. seq.
	29 C.F.R. Part 825
	103.10, Wis. Stats.
	Wis. Admin. Department of Workforce Development (DWD) 225
	National Defense Authorization Act of 2010

Cross References	ag3430.01B - FMLA RECORDKEEPING REQUIREMENTS
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Last Modified by Ellen Suckow on May 11, 2023



Book	Policy Manual
Section	First Reading by Board
Title	REDUCTION IN STAFF
Code	po4131
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 20, 2021

4131 - **REDUCTION IN STAFF**

It is the responsibility of the Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

The Superintendent shall determine the appropriate employees for reduction considering all factors deemed important and in the best interests of the District. The following procedures will be utilized for each of the following employment categories:

Paraprofessionals

The Board may reduce staff in the best interest of the District when necessary. The District will consider the following factors: job performance, experience, abilities, skills, qualifications, and professionalism. Whenever possible, in the event of a layoff of personnel, the Board will give at least two (2) weeks' notice to the affected employee.

The District shall inform all employees (except twelve (12) month employees) in writing by June 1 whether the employee can be reasonably assured of continuing employment the following year.

Reemployment

Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

Custodians

Notice of Layoff

Whenever possible, in the event of a reduction in staff, the employer shall give at least two (2) weeks' notice to the affected employee.

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. Attrition. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.
- B. Voluntarily. Those who volunteer for layoff will be laid off first. Requests for volunteers will be sent to employees. An employee who volunteers to be laid off will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the job category are qualified to perform the remaining work.

- C. Selection for Reduction/Layoff. The District shall select the employee in the affected job category for layoff or reduction in hours. The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:
 - D. Needs of the District. Those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - E. Qualifications as Established by the Board. Including, but not limited to specific job skills, experiences, certification [if applicable], training, District evaluations, current and past assignment and practical experience in the area of need best relate to the position, etc.
 - F. Reemployment. Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

Food Service

Notice of Layoff

Whenever possible, in the event of a layoff of personnel, the Board shall give at least two (2) weeks' notice to the affected employee.

Order of Layoff

The Board shall have the right to determine the number and/or location of positions to be eliminated. Employees in eliminated positions shall have the right to replace less senior employees in unaffected positions that work equal to or less than the hours they are currently working within their pay classification or a lower pay classification if they are qualified to perform the duties and responsibilities of the unaffected position.

Employees who are replaced by other employees under this section shall have the right to replace less senior employees as provided above.

Recall

Employees shall be recalled in inverse order of layoff within their classification provided they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in her/his address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of her/his intentions regarding the recall. The employee shall report to work no later than ten (10) days thereafter (or the date requested by the District, if later). The employee shall retain rights for a period of one (1) year from the date of their layoff.

The Superintendent shall determine the appropriate employees for reduction considering all factors that he or she deems important and in the best interests of the District.

Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming the Superintendent may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances.

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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Book	Policy Manual
Section	First Reading by Board
Title	USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF
Code	po4215
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 15, 2021

4215 - **USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term 'tobacco products retailer' means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Legal
111.321, Wis. Stats.
120.12(20), Wis. Stats.
20 U.S.C. 6081 et seq.
20 U.S.C. 7182

Last Modified by Ellen Suckow on May 11, 2023



Book	Policy Manual
Section	First Reading by Board
Title	BENEFITS
Code	po4425
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

4425 - **BENEFITS**

It is the Board’s policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high-quality employees.

The specific design and development of employee benefit plans, including health insurance, dental, short-term and long-term disability insurance, and life insurance benefits shall be determined by the Superintendent with approval by the Board. **The Superintendent may establish an employee benefits committee.** These programs shall be reviewed no less than annually and where necessary or appropriate, the Superintendent shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options, such as self-funding insurance plans. The Superintendent shall present to the Board for its approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits shall be available in the District office and in the main offices of each school building.

The Superintendent shall also present his/her recommendations to the Board.

Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The Board retains final authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

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Legal Consolidated Omnibus Budget Reconciliation Act of 1985 Pub. L. 99-272

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Book	Policy Manual
Section	First Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po4430.01
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Last Revised	June 15, 2022

4430.01 - **FAMILY & MEDICAL LEAVE OF ABSENCE ('FMLA')**

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to support staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ('FMLA') and the Wisconsin Family and Medical Leave Act ('WFMLA'). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as your rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a 'serious health condition'

The term 'child' generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

'Parent' includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

'Spouse' includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, ~~in the line of duty~~ which renders the service member medically unfit to perform the member's office, grade, rank, or rating.

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent **or designee** will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling twelve (12) month period measured backward from the date of usage for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year (January 1 to December 31) as follows:

- A a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C a total of two (2) weeks of leave due to the staff member's serious health condition.

~~Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave. See Policy 4430.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the State WFMLA shall begin on January 1 and end on December 31.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the Federal FMLA shall be a 'rolling back' twelve (12) month period measured backwards from the date an employee uses an FMLA leave. Under some circumstances, the State and Federal laws may differ. When both State and Federal laws provide for family and medical leaves, the leaves will run concurrently.~~

~~Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a **calendar year** as follows:~~

- ~~A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;~~
- ~~B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and~~
- ~~C. a total of two (2) weeks of leave due to the staff member's serious health condition.~~

~~Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA covered service is counted in determining an employee's eligibility for FMLA leave.~~

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a 'serious health condition' under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a 'serious health condition' of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); **and**
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. ~~You or your family member~~ **The staff member or the staff member's family member** must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent **or designee** with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's **own** serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as ~~a~~ **the** definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

~~Employees~~ **Staff members** must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting an FMLA leave request form via the online system.

~~See Policy 4430.~~

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent **or designee** within two (2) business days of learning of the circumstances necessitating the extension.

Certification By ~~H~~ **Healthcare Provider**

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent **or designee** within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent **or designee** as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent **or designee** will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the ~~c~~ **Certification**. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent **or designee** doubts the validity of a certification, ~~the Superintendent or designee~~ **it** may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent **or designee** may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent **or designee** to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent **or designee** will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent or designee will provide the employee with a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent or designee sufficient to enable the Superintendent or designee to determine that the leave is being taken for an FMLA-qualifying reason.

~~Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.~~

The Superintendent **or designee** will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. ~~Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.~~

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the **C**ertification.

When leave is governed only by the FMLA, the Superintendent **or designee** may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Coordinating Leaves - Substitution

~~For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.~~

~~For leave governed by the WFMLA, the staff member may elect to substitute accrued paid or unpaid leave of any other type provided by the Board for any family or medical leave in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.~~

For leave governed exclusively by the FMLA (not running concurrently with the WFMLA), the Board requires accrued Paid Time Off (PTO) and Sick Leave to be substituted. Leave is substituted for medical and certain family leave (except for family leave as indicated below) in the following order:

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

For leave governed exclusively by the FMLA, staff members may not substitute Sick Leave for the following family leaves:

- ~~A. For the birth of a child and to care for the newborn child;~~
- ~~B. For placement with the staff member of a child for adoption or foster care and to care for the newly placed child; or~~
- ~~C. To care for the staff member's child over the age of eighteen (18).~~

After Paid Time Off (PTO) is exhausted, leave for the family leaves indicated above would be unpaid unless staff member substitutes Vacation Leave, if available.

If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

Staff members may not substitute paid sick leave, medical, or family leave for any situation not covered by the employer's leave plan.

Any paid leave substituted for unpaid FMLA or WFMLA leave will decrease, in whole or part, the staff member's FMLA and/or WFMLA leave entitlement.

Generally, leave taken under this policy is unpaid.

For leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, ~~unpaid leave~~ Leave without Pay.

For leave governed exclusively by the FMLA, staff members cannot substitute Sick Leave to care for the staff member's child over the age of eighteen (18).

After Paid Time Off (PTO) is exhausted, leave for family leaves indicated above would be unpaid unless the staff member substitutes Vacation Leave, if available.

For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned or accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

If the staff member elects to substitute accrued paid or unpaid leave under WFMLA, leave must be substituted in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, ~~Unpaid Leave~~ Leave without Pay.

If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff

member's responsibility to make arrangements with the Superintendent **or designee** for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent **or designee** will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans with Disabilities Act of 1990. If the staff member is an 'individual with a disability' within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

~~The Superintendent shall see that the policy is posted properly.~~

The Superintendent shall provide a copy of the policy upon the request of a staff member.

Revised 8/16/17

DCE May 2023

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Legal 29 U.S.C. 2601 et. seq.
 29 C.F.R. Part 825
 103.10, Wis. Stats.
 Wis. Admin. Department of Workforce Development (DWD) 225
 National Defense Authorization Act of 2010

Cross [ag4430.01B - FMLA RECORDKEEPING REQUIREMENTS](#)
References

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Book	Policy Manual
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5200 - **ATTENDANCE**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of more than one (1) type of instructional delivery.

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

Parent Notification of Absence Required

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. absence of more than three (3) days duration;
- D. repeated unexplained absence and tardiness.

School Attendance Officer

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

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

Excused Absences

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

A. Physical or Mental Condition

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

B. Obtaining Religious Instruction

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

C. Permission of Parent ~~or Guardian~~

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

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

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

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

G. High School Equivalency – Secured Facilities

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

H. Child at Risk

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

I. Election Day Official

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

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer or the School Attendance Officer's designee, for the following reasons or exceptions as determined by the building administrator:

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Superintendent shall develop administrative guidelines to address unexcused absences.

Definitions

A. Truancy

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

B. Habitual Truant

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

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her the student.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law.

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

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

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

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

Notice of Truancy

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

Notice of Habitual Truancy

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

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

The notice shall include the name of the school personnel with whom the parent ~~or guardian~~ should meet, a date, time, and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent ~~or guardian~~, the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties under State law or local ordinances that may be imposed on the parent ~~or guardian~~ upon failure to cause the child to attend school regularly as required by State law.

~~E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113, which the parent or student may follow if they believe the student was erroneously marked truant.~~

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

Referral to the District Attorney

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

- A. met with the student's parent ~~or guardian~~ to discuss the student's truancy or attempted to meet with the student's parent ~~or guardian~~ and received no response or were refused;

- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law;
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

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

Make-up Course Work and Examinations

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

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Revised 10/21/20

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Legal 118.15, 118.153, 118.16, 118.162, Wis. Stats.
7.30(2)(am), Wis. Stats.

Cross [ag5200 - Attendance](#)
References

Last Modified by Ellen Suckow on May 8, 2023



Book	Policy Manual
Section	First Reading by Board
Title	ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	First Reading
Adopted	May 25, 2016
Last Revised	July 5, 2022

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her the student's educational program. Medication can be administered to students during school hours or sponsored activities to promote health, prevent disease, and relieve symptoms of illness or aid in diagnosis. District staff shall administer medication in accordance with WI State Statutes. Community events or clubs not affiliated with D.C. Everest are not covered by school district staff or District policy. Arrangements for health care will be per the sponsoring organization's policy.

For purposes of this policy, 'practitioner' shall include any physician, dentist, podiatrist, optometrist, physician's assistant, and advanced practice nurse who is licensed in Wisconsin. Medication orders written by an out-of-state provider will be accepted per the discretion of the School nurse. 'Medication' shall include all FDA-approved drugs prescribed by a practitioner and any nonprescription medications. 'Administer' means the direct application of a nonprescription medication or prescription drug, whether by injection, ingestion, or other means, to the human body. 'Nonprescription or over-the-counter (OTC) medication' means any medication which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law. Non-prescription medication purchased by the school district is to be given to students with parent/guardian permission to treat minor illnesses. These OTC stock medications include ibuprofen and acetaminophen and may be taken once a day and no more than three (3) doses administered in a week for students in grades 8-12.

Prescription medication may only be administered at school-sponsored events with the written direction and consent from the parent and practitioner, provided the medication is not able to be administered at home or is for emergent use. Narcotic pain medication will not be administered at school.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. ~~Only those Nonprescription drugs that are provided by the parent may be administered if they are supplied~~ in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format. ~~may be administered.~~ Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner. Unless authorized by the district nurse, parent, and physician, students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, etc.). The provisions of this policy are to be viewed together with the Board policy on Drug Prevention, Policy 5530.

All Students wishing to use essential oils in the school must have consent from a parent, physician, and District nurse. Students must be able to self-administer.

Plug-ins, diffusers, and other scented products should not be used in school.

No CBD products will be permitted for use at school.

Medication consent forms and action plans, which authorize the administration of both prescribed medication and nonprescription drug products, shall be kept on file in the school health office, as well as a record or authorization to administer medication signed by the District nurse and the principal. Medication administration along with any errors will be documented in the electronic database.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication. In accordance with 2340F1, students in grades 8-12 may carry and self-administer prescription and nonprescription medication while on field trips. The self-carry option may be revoked if the parent/guardian, practitioner request, or the nurse deems it unsafe.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

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

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

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation. ~~All prescription medication shall be kept in a locked storage case in the school office unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.~~

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion. Intravenous medication will not be administered by the District nurse, but the District will work with the parent to provide an alternative method of care. Medications prescribed for the purpose of controlling unexpected violent, aggressive behavior will not be administered by school District staff. This excludes daily maintenance medication prescribed for behavior management.

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

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

The District nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall provide for District acquisition and maintenance of opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

Epinephrine Auto-Injectors

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

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

F. notes that the school and any District nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;

G. is published on the District's website or the website of each school.

Essential Oils

~~F. All students are prohibited from using essential oils at school.~~

~~F. All students wishing to use essential oils in the school must seek prior approval from administrators.~~

Revised 8/22/18

T.C. 6/16/21

Revised 7/5/22

T.C. 1/31/23

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Legal 121.02 Wis. Stats.
118.29, 118.291, 118.292, 118.2925, 121.02 Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03
2009 Wisconsin Act 160

Cross [ag5330 - ADMINISTRATION OF MEDICATIONS](#)
References

Last Modified by Ellen Suckow on May 8, 2023



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT ACCIDENTS/ILLNESS/CONCUSSION
Code	po5340
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

5340 - **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

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

Accidents

Employees should administer first aid within the scope of the training from a nationally recognized program. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff members or volunteers who, in good faith, render emergency care to a student are immune from civil liability for their acts or omissions in rendering such emergency care. 911 may be called at the discretion of staff, if the condition of the person deteriorates and is possibly life-threatening. The administrator in charge should contact the Superintendent's office when EMS services are required.

The Superintendent may provide for an in-service program on first aid and CPR procedures.

School staff will record the incident in the student's electronic record.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330 and AG 5330.

Concussion

~~D.C. Everest Area Schools will follow the guidelines for concussion education and management as outlined in Wisconsin State Statute 118.293 effective June 1, 2012.~~

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping. ~~Our Athletic Handbooks give guidelines for concussion protocol.~~

At the beginning of the season of any athletic sport, the athletic director shall distribute a concussion and head injury information sheet to each coach and each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) their parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) sign sheet per school year in order to participate in athletics.

~~Each school year, students/parents/guardians shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year.~~

A teacher or coach shall remove a student from the class, practice, activity, or game if the teacher or coach determines the student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. The student will not be permitted to return to full participation until the student is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from the healthcare professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Parents who inform coaches or other school officials that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

X Teachers or coaches who suspect a student has been concussed shall record on the applicable form, as soon as possible, all pertinent facts concerning the incident and submit it to the _____ health office.

x] Parents shall be notified about the possible concussion and given information on concussions and the need for medical attention.

[x Coaches and physical education staff will be trained in concussion recognition and response. Specifically, training will include information on how to recognize the signs and symptoms of a concussion, how to obtain proper medical treatment in cases of suspected concussions, and return-to-play standards. Return to play is monitored by the school's athletic trainer.

~~Further, pursuant to AG5340—Student Accident/Illness/Concussion, parents/guardians who inform coaches and teachers that their child is being treated by a health care professional for a concussion must provide written clearance from that health care professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a health care professional, students who have sustained a concussion may not participate in any school-related physical activities.~~

Sudden Cardiac Arrest

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age **twelve (12)** and older and to coaches prior to participation on youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction:

- A. information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;
- B. information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and
- C. information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.

The District shall provide the information regarding sudden cardiac arrest developed by the Department of Public Instruction and the Wisconsin Interscholastic Athletics.

It is the responsibility of the D.C. Everest Athletic Director, Director of Community Services, and District Nurse to implement and review this policy annually. This policy and subsequent procedure of guidelines applies to all district WIAA sponsored events at school; as well as to all community athletic activities, organized leagues and camps for persons' age nineteen (19) years or less that utilize district facilities.

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Revised 1/15/20

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Legal 118.29, 118.293, 118.2935, Wis. Stats.

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Book	Policy Manual
Section	First Reading by Board
Title	PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 21, 2022

5410 - PROMOTION, PLACEMENT, AND RETENTION

The Board 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 appropriate for 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 AG 5410 ~~[END OF OPTION]~~ 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 ~~[] building administrator [] Student Intervention Team []~~ ~~[END OF OPTIONS]~~ Everest Systems of Support (ESS) Team with the concurrence of the building administrator. ~~[END OF OPTION]~~

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 ~~[] building administrator [] Student Intervention Team~~ ~~[END OF OPTION]~~ ESS Team with the concurrence of the building administrator/principal. ~~[END OF OPTION]~~

Acceleration: Occurs when a student significantly outperforms the quality of work in one or more subjects and is promoted beyond the next grade level for those subjects or by a full grade level.

~~[] Following principles of child guidance, the Board discourages the skipping of grades.~~

A student will be promoted to the succeeding grade level when the student 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.

The Superintendent shall develop administrative guidelines for promotion, placement, acceleration, and retention of students which ~~other NEOLA options:~~

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; require the recommendation of the relevant staff members for promotion, placement, or retention; assure that efforts are made to remediate the student's difficulties before the

student is retained;

- A. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- B. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student in collaboration with the ESS (Everest Systems of Support) Team.

Promotion from Grade 4 and Grade 8

~~DRAFTING NOTE: All Districts are required to include specific promotion criteria, as outlined below, in a Board-approved policy (see 118.33(6) Wis. Stats.)~~

Promotion from 4th to 5th grade will include consideration of the following criteria:

- ~~A. the student's score on the 4th grade examination, unless the student has been excused from taking the examination;~~
- ~~B. the student's academic performance;~~
- ~~C. recommendations of teachers, which are based solely on the student's academic performance.~~
- + [DRAFTING NOTE: Specify the student's score on the 4th grade examination, such as, If the state test scores are available by February 1, scoring Proficient on at least three (3) subtests unless the student has been excused from taking the examination];**
- + [DRAFTING NOTE: Specify the student's academic performance, such as, passing the majority of subjects];**
- + [DRAFTING NOTE: Specify when recommendations of teachers, which are based solely on the student's academic performance, may be used for promotion, such as, recommendations for promotion are required from all core teachers if criteria A and B aren't met].**
- ~~D. (-) [DRAFTING NOTE: Specify any additional academic criteria specified by the Board, such as, successful completion of summer school in identified subject(s).] [END OF OPTION]~~

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

- A. [DRAFTING NOTE: Specify the student's score on the 8th grade examination, such as, If the state test scores are available by February 1, scoring Proficient on at least three (3) subtests unless the student has been excused from taking the examination];**
- B. [DRAFTING NOTE: Specify the student's academic performance, such as, passing the majority of subjects];**
- C. [DRAFTING NOTE: Specify when recommendations of teachers, which are based solely on the student's academic performance, may be used for promotion, such as, recommendations for promotion are required from all core teachers if criteria A and B aren't met].**
- ~~D. (-) [DRAFTING NOTE: Specify any additional academic criteria specified by the Board, such as, successful completion of summer school in identified subject(s).] [END OF OPTION]~~
- ~~A. the student's score on the 8th grade examination, unless the student has been excused from taking the examination;~~
- ~~B. the student's academic performance;~~
- ~~C. recommendations of teachers, which are based solely on the student's academic performance.~~

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

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Legal 118.33(6), Wis. Stats.

Cross References [ag5410 - PROMOTION, PLACEMENT, AND RETENTION](#)

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Book	Policy Manual
Section	First Reading by Board
Title	USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512
Status	First Reading
Adopted	May 25, 2016
Last Revised	September 1, 2022

5512 - **USE OF TOBACCO AND NICOTINE BY STUDENTS**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, electronic smoking or vaping devices, regardless of content **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plants, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant-derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term 'tobacco products retailer' means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Legal 111.321, Wis Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

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Book	Policy Manual
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Title	STUDENT ANTI-HARASSMENT
Code	po5517
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Last Revised	June 15, 2022

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 for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

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

Other Violations of the Anti-Harassment Policy

The Board will also take ~~immediate~~ **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 ~~charges~~ **complaints** comprises part of one's duties.

Sexual Harassment covered by Policy 2266/AG 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 ~~solely~~ by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

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, and Board employees (i.e., administrators, and professional and classified staff), 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, or 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/AG 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 solely by Policy 2266/AG 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 based on one or more of the student's Protected Class that:

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

"Harassment" also includes "hate speech" directed against a student—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 (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 only and not sexual harassment under Title IX, addressed in Policy 2266/(X) AG 2266 [END OF OPTION] - 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 Superintendent.

H. 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;

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

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

~~It is 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.~~

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and/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').

Employee Issues:

Sarah Trimner
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221, ext. 1225
 strimner@dce.k12.wi.us

~~Matt Spets, Jack Stoskop.~~ Interim Assistant Superintendent
 Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.k12.wi.us

Student Issues:

Dr. Jeff Lindell
 Assistant Superintendent of Learning
 D.C. Everest Area School District
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 Ext. 1327
 jlindell@dce.k12.wi.us

Gina Lehman
 Student Services Director
 D.C. Everest Area School District
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 Ext. 1351
 gilehman@dce.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

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 ~~s/he has~~ **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 Superintendent.
- C. Teachers, administrators, and other school ~~officials~~ **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 ~~immediately~~ report the alleged harassment to **one of** the Compliance Officers **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, ~~each school's building principal shall be advised to designate~~ **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 the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the **C**ompliance **O**fficer 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, 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 Superintendent. **In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for [X] the Board Attorney who has been designated to serve as the decision-maker for such complaints, or will oversee the preparation of such recommendations by a designee.** 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 Superintendent, or Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

~~Investigation and Complaint Procedure~~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 ~~they have~~ **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.

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

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 ~~the Wisconsin Equal Rights Division~~ **other applicable government agency.** The Chicago Office of the OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Chicago Office
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
E-mail: 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, Superintendent, 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, Superintendent, 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 Superintendent prior to any action being taken, except for complaints against the Superintendent, 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 ~~forty-five (45)~~ **twenty (25)** business days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress.

~~Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a Protected Class or retaliation within fifteen (15) days of receiving the formal complaint.~~

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 ~~written~~ report to the Superintendent 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.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

~~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 Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.~~

~~Absent extenuating circumstances~~ Generally, within ~~ten~~ **five (105)** days of receiving the report of the CO or designee, the Superintendent, or in the case of a complaint against the Superintendent or a Board member, the person designated to serve as the **decision-maker for the complaint** either must issue a ~~final written~~ decision regarding whether ~~or not~~ the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's ~~written final~~ decision will be delivered to both the Complainant and the Respondent. **The Superintendent may redact information from the decision consistent with applicable law. The Board authorizes the Superintendent 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 Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ~~ten~~ **five (105)** days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction 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.

~~If the decision of the Superintendent is that there is no finding of harassment pursuant to this policy, the student/parent will be informed of the provisions of Policy 5517.01 — Bullying.~~

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.

~~The~~ **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 Superintendent 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 Superintendent.

Privacy/Confidentiality

The District will ~~make~~ **employ** all reasonable efforts to protect the rights of the Complainant, ~~and~~ 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. ~~The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity. 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 or designee will instruct ~~all members of the School District community and third parties~~ **each person who** ~~are~~ interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an ~~harassment~~ 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~~ Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the ~~District Administrator~~ Superintendent 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 should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

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

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 Superintendent 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 Superintendent 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.

Reprisal

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

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

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent 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. ~~will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.~~

~~This policy shall be reviewed at least annually for compliance with local, State, and Federal law.~~

~~The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.~~

~~A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.~~

Retention of Investigatory Records and Materials

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 ~~including 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; ~~and~~
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects; ~~;~~
- 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 - 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, Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 4/24/19
Revised 9/6/19
T.C. 6/22/20
Revised 2/17/21
T.C. 7/14/21
Revised 11/17/21

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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

Cross
References

- [po5516 - STUDENT HAZING](#)
- [po5517.01 - BULLYING](#)
- [5517F1 - Student Harassment Complaint Form](#)
- [5517 F2 - Student Bullying Complaint Form](#)

Last Modified by Ellen Suckow on May 8, 2023



Book	Policy Manual
Section	First Reading by Board
Title	SEARCH AND SEIZURE
Code	po5771
Status	First Reading
Adopted	May 25, 2016
Last Revised	March 22, 2017

5771 - **SEARCH AND SEIZURE**

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school Principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually **at the discretion of the Principal** of all such storage places.

The Board directs that the searches may be conducted by the Superintendent, building principals, assistant principals, Police Liaison Officer, and others as assigned by the Superintendent.

Student Person and Possessions

The Board recognizes that the privacy of students or **his/her student** belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

The Principal or other school official may arrange for a breath test for blood alcohol to be conducted on a student whenever **s/he has they have** individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules, as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal. ~~S/He~~**The Principal** shall attempt to obtain the freely-offered, consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, ~~s/he~~**the Principal** may conduct the search without such consent. Whenever possible, a search will be conducted by an administrator and the police liaison officer in the presence of the student. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the Superintendent, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The ~~P~~**Principal** shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The Superintendent shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

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Legal 118.32, 118.325, 118.45 Wis. Stats.
 948.50, Wis. Stats.
 Wisconsin Const. Art. 1 Section 11
 U.S. Constitution, 4th Amendment

Cross [ag5771 - SEARCH AND SEIZURE](#)
 References

Last Modified by Ellen Suckow on May 8, 2023



Book	Policy Manual
Section	First Reading by Board
Title	USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES
Code	po7434
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 15, 2021

7434 - **USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling

chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD production, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term 'tobacco products retailer' means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

Revised 9/6/19

Revised 1/20/21

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Legal 20 U.S.C. 7182
 120.12(20), Wis. Stats.
 111.321, Wis. Stats.
 20 U.S.C. 6081 et seq.

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Book	Policy Manual
Section	First Reading by Board
Title	FACILITY SECURITY
Code	po7440
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 18, 2019

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

The Superintendent, Building Principals and the Supervisor of Community Services, or their designee, have the authority to issue keys/badges to community groups to utilize school facilities according to the rules and regulations approved by the School Board.

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 Superintendent 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 Superintendent is authorized to install safety monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property.

The Superintendent 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 visitor identification that shall be worn at all times while in the building.

- C. Visitors that intend to visit a classroom during the instructional day may be escorted to the classroom by either a staff member or, if age appropriate, a student from the class. School office staff may contact the classroom teacher to verify that the visitor is expected.

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

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 record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if any 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 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 principal. Any decision to permanently restrict access of a parent may only be made by the Superintendent 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 Superintendent or designee of the specific date, time and place of the person's visit to any school facility and must notify the Superintendent of **the person's** status as a registered sex offender.

Parents of students enrolled in the District must notify the Superintendent of **his/her/their** status as a registered sex offender and that **s/he/the parent** has 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.

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

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Book	Policy Manual
Section	First Reading by Board
Title	TECHNOLOGY
Code	po7540
Status	First Reading
Adopted	May 24, 2017
Last Revised	January 20, 2021

7540 - **TECHNOLOGY**

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 ~~sign and submit a Student Technology Acceptable Use and Safety form. (See also, comply with Policy 7540.03 - Student Technology Acceptable Use and Safety)~~

The Superintendent or designee shall develop, recommend for approval by the Board, and implement a written District Technology Procedure (DTP). One (1) primary purpose 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.

~~The Superintendent or designee shall create a Technology Governance Committee (see AG 7540B) to oversee and guide the development of the DTP. The Superintendent shall appoint individuals to the Technology Governance Committee that includes representatives of all educational, administrative, and business/operational areas in the District.~~

~~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 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety)~~

~~The Superintendent or designee, with the Technology Governance Committee, shall review the DTP and report and recommend the approval of any changes, amendments, or revisions to the Board 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 achieve the benefits of technology and inhibits negative side affects. 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.

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

Students must comply with Policy 7544 - **Use of Social Media**, Policy 7540.03- **Student 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.

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, Staff may use web content, apps, and services for one-way communication with the District's constituents for business-related purposes. 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 Superintendent 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 - Public Records.

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 or personally-owned PCDs to access and/or use social media for personal purposes.

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Legal 948.11, Wis. Stats.
947.0125, Wis. Stats.

Cross [ag7540.01 - STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY](#)
References [ag7540.02 - WEB CONTENT AND FUNCTIONALITY SPECIFICATIONS](#)

Last Modified by Ellen Suckow on May 8, 2023



Book	Policy Manual
Section	First Reading by Board
Title	USE OF SOCIAL MEDIA
Code	po7544
Status	First Reading
Adopted	November 18, 2020

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/guardians, staff (including District-approved volunteers), and the general public. Social media is defined in Bylaw 0100 - **Definitions**.

The Superintendent is charged with designating the District-approved social media platforms/sites, which shall be listed on the District's website.

In designating District-approved social media platforms/sites, the Superintendent 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.

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.

The District uses approved social media platforms/sites as interactive forms of communication and accepts 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. ~~OR~~

[x] Option 2

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.

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.

The Superintendent 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 or volunteers wish to post information or announcements to a District social media platform, the staff member or volunteer may request that the Superintendent 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, 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 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student 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.

Staff members (including District-approved volunteers) 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.

Expected Standards of Conduct on District-Approved Social Media

Employees and District-approved volunteers 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 and volunteers 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 Superintendent concerning District operations).

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' 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)

Staff members and District-approved volunteers 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 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.

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.

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

Employees and District-approved volunteers 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 job performance.

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

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

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.

Employees and District-approved volunteers 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 his/her the employee's/volunteer's ability to effectively perform the employee's or volunteer's his/her 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 as necessary.

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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 Ellen Suckow on May 8, 2023



Book	Policy Manual
Section	First Reading by Board
Title	INFORMATION SECURITY
Code	po8305
Status	First Reading
Adopted	October 25, 2017

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third-party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District *Information Resources* (as defined in Bylaw 0100 - Definitions) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use District *Technology Resources* (as defined in Bylaw 0100 - Definitions) and *Information Resources*.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify ~~annually~~ that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify ~~annually~~ that they will comply with the information security protocols pertaining to Confidential Data/Information. ~~Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04F1) shall provide this certification.~~

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District *Technology Resources* on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Confidential Data/ Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of *Information Resources*, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or ~~As administrative guidelines~~ will be subject to disciplinary action, up to and including expulsion,

and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or ~~AGs~~ administrative guidelines may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or ~~AGs~~ administrative guidelines may be denied access to the District's *Technology Resources*.

~~The Superintendent shall conduct an annual assessment of risk related to the access to and security of the data/information collected and retained by the District, as well as the viability of the continuity of organizational operations plan developed pursuant to Policy 8300.~~

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Book	Policy Manual
Section	First Reading by Board
Title	EPIDEMICS AND PANDEMICS
Code	po8420.01
Status	First Reading
Adopted	August 19, 2020

8420.01 - EPIDEMICS AND PANDEMICS

Epidemics and pandemics, although related, are different. The Centers for Disease Control and Prevention (CDC) defines an epidemic as 'an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area,' and a pandemic as 'an epidemic that has spread over several countries or continents, usually affecting a large number of people.' To address epidemics and pandemics, the Superintendent shall ~~establish an Epidemic/Pandemic Response Team ('EPRT') to develop an Epidemic/Pandemic Plan~~ **develop an Epidemic/Pandemic Plan** **readiness** in coordination with local government and law enforcement officials. ~~The EPRT may work as part of or in coordination with the Environmental Safety Committee and the plan~~ **The Epidemic/Pandemic Plan readiness may be** developed in accordance with Policy 8405 - Environmental Health and Safety Program.

District administration is granted authority to take appropriate action as required in any instance where the District's **plan readiness** is inadequate or does not cover the particular situation being addressed, and the urgency of the situation dictates the necessity for immediate decisive action.

The Epidemic/Pandemic Plan should include:

- A. a communication method for school schedule changes, busing changes, and school closures;
- B. a designee responsible for communicating with the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services and other governmental entities;
- C. an educational pandemic prevention program for staff and students;
- D. provision for the business office to maintain continuity of operations during an epidemic or pandemic;
- E. provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;
- F. procedures for preventing the spread of infectious diseases during an epidemic or pandemic, including routine cleaning of school sites;
- G. procedures for staff and student absences and extended leaves of absence due to an epidemic or pandemic;
- H. procedures for isolation and possible transportation of students and staff who become ill at school due to an epidemic or pandemic;
- I. a plan of communication regarding epidemic and pandemic status to students, parents, and staff, including any restrictions imposed on staff or students upon travel to affected areas, which may include quarantine periods if recommended by authoritative health agencies;
- J. a plan for operating the District with less staff due to an epidemic or pandemic;
- K. a designee responsible for establishing timelines within the Epidemic/Pandemic Plan and ensuring that such timelines are met and implementation of the plan occurs;
- L. other emergency procedures necessary for the District to deal with an epidemic or pandemic;
- M. a plan for determining whether to cancel any planned staff or student travel, including field trips, competitions or performances, study abroad programs, or other travel that may involve travel to affected areas.

The Epidemic/Pandemic Plan readiness should be reviewed annually by the EPRT and updated as appropriate.

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Book	Policy Manual
Section	First Reading by Board
Title	CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES
Code	po8450
Status	First Reading
Adopted	May 25, 2016
Last Revised	March 16, 2022

8450 - CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

The Board recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, 'casual-contact communicable disease' shall include:

- A. diphtheria,
- B. scarlet fever and other strep infections,
- C. whooping cough,
- D. mumps,
- E. measles,
- F. rubella, and
- G. others designated by the Wisconsin Department of Health Services ~~(hereinafter referred to as DHS).~~

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, a teacher, school nurse, () health room staff, () office staff or the building principal will isolate the student in the building and contact the parents/guardians and may choose to send the student home. The staff member shall notify the parent(s) of the student, the Principal, and also contact the Marathon County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Department of Health Services.

The Superintendent authorized to develop administrative guidelines for the control of communicable disease that include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the DHS.

Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;
- D. parent and/or student groups; and
- E. other resources developed for and specific to the circumstances facing the District.

Revised 4/21/21

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Legal 252.10, 252.19, 252.21, Wis. Stats.

Cross [ag8450 - MANAGEMENT OF SELECTED CASUAL-CONTACT DISEASES](#)
References

Last Modified by Ellen Suckow on May 8, 2023



Book	Policy Manual
Section	First Reading by Board
Title	TRANSPORTATION
Code	po8600
Status	First Reading
Adopted	May 25, 2016

8600 - **TRANSPORTATION**

It is the policy of the ~~School~~ Board to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

To qualify for transportation, a student must attend, or reside at or beyond the following distance by grade, or otherwise reside in a hazardous area:

- A. A.M. 4K – home pick-up and drop off
- B. Grades K-9 - more than one half (1/2) mile
- C. Grades 10-12 - more than one (1) mile
- D. Hazardous areas. Regardless of distance, students whose home is located in one of the designated hazardous areas, will be transported to and from school.

Students are expected to walk up to $\frac{3}{4}$ mile to a bus pickup point depending on grade level as shown below:

- A. Grades K-5 - one-quarter (1/4) mile
- B. Grades 6-9 - one-half (1/2) mile
- C. Grades 10-12 - three-quarters (3/4) mile

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 - **Bus Service Contracts** for the transportation of resident students between their home areas and the schools of the District to which they are assigned.

In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 - **Bus Service Contracts** shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

The Board shall approve the attendance area boundary lines designated by the governing body of all private schools receiving services from the District. The purpose of these boundary lines will be for constituting the attendance areas for transportation purposes. Attendance areas of private schools affiliated with the same religious denomination shall not overlap. No later than May 15 in each year by statute, each private school shall notify the Board of the names, grade levels and location of all students eligible to have transportation provided by the School Board and are planning to attend such private school during the forthcoming school term. The Board may extend the notification deadline.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The Board authorizes the Superintendent or designee to install and operate video and audio ~~cameras~~ surveillance on District buses to enhance student safety and well-being. ~~S/He shall establish appropriate administrative guidelines for the proper use of the cameras.~~

Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video and audio ~~[END OF OPTION]~~ surveillance on all school buses. ~~[END OF OPTION]~~

It is strongly recommended that the District provide notification to parents regarding video and audio ~~[END OF OPTION]~~ on District buses.

The District's process for signing up for transportation services shall include notice of the policies regarding student behavior and conduct expectations and regarding surveillance technology on the buses, if applicable. ~~[END OF OPTION]~~

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Legal Wis. Admin. Code Trans 300.81
120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.

Cross ag8600 School Bus Rider Rules
References

Last Modified by Ellen Suckow on May 11, 2023



Book	Policy Manual
Section	First Reading by Board
Title	RELIGIOUS ACTIVITIES AND OBSERVANCES
Code	po8800
Status	First Reading
Adopted	May 25, 2016
Last Revised	September 1, 2022

8800 - ~~RELIGIOUS AND PATRIOTIC ACTIVITIES~~ CEREMONIES AND OBSERVANCES

~~Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the worship center, if any, of the individual's choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tends to supplant activities which should be the exclusive province of individual religious groups, private organizations, or the family.~~

The Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration ~~as part of classroom instruction.~~ Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property, may make a request in accordance with Policy 7510 and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

~~The Board acknowledges that it is prohibited from adopting any~~ Students are not prohibited by this policy or any guideline promulgated pursuant to this policy, from engaging in or rule respecting or promoting an establishment of religion or ~~prohibiting any student from~~ the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate, or on an individual basis in a manner that does not disrupt the educational process.

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged.~~ Celebration activities involving non-religious decorations and the use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

~~In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day unless it is lighted appropriately.~~

~~Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.~~

~~Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and privacy of a nonparticipating student.~~

Revised 10/25/17

Revised 9/1/20

Revised 2/1/21

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Legal 29 C.F.R. 1910.1030
 118.06(2), Wis. Stats.
 20 U.S.C. 4071 et seq.

Cross [ag8800A - RELIGIOUS ACTIVITIES/CEREMONIES](#)
References [ag8800B - RELIGIOUS EXPRESSION IN THE DISTRICT](#)

Last Modified by Ellen Suckow on May 11, 2023



Book Policy Manual
 Section First Reading by Board
 Title PATRIOTIC ACTIVITIES AND OBSERVANCES
 Code po8802
 Status First Reading

New Policy - Vol. 32, No. 1

8802 - PATRIOTIC ACTIVITIES AND OBSERVANCES

In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student’s objections or those of the student’s parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

[x] The District may offer students and staff a Moment of Silence to commemorate a significant event that has significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the ~~District~~ **Administrator** **Superintendent's** decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity. ~~**[END OF OPTION]**~~

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Legal 118.06, Wis. Stats.

Last Modified by Ellen Suckow on May 11, 2023

With sincere gratitude
and appreciation.

Thank you so much
for the thoughts and
prayers in this difficult
time.

Thank you for the
beautiful flower
arrangement

WJ Herson

Dear School Board Members,

Thank you for the amazing plant arrangement you sent in honor of my mom. It was beautiful, just like her.

Thanks again for keeping my family in your thoughts during such a difficult time.

Much love -
Kami Resch

During a time like this
we realize how much our

Family & Friends
really mean to us.

Your expression of

Sympathy
will always be remembered.

The Family of
Marcy L. Koplitz

Bob, Corey, & Kami

DCE Board Members-

Thank you for the beautiful plant in honor of my father, Richard Jensen. Your support made a huge difference during this difficult time.

In appreciation,
Dena Sabey



D.C. Everest School Board,

Thank you very much for the
40 year service recognition and
retirement certificates and gift.

I have enjoyed my career at
D.C. Everest working with so
many wonderful people.

Sincerely,
Pauline Schield

DC Everest School Board and Dr. Nye,

Thank you so much for the Recognition Celebration and the wonderful Chamber gift.

I feel so blessed to be a part of this great School district. As a paraprofessional I have always felt that I mattered, and for that I thank you ~


Deb Amsrud

May 6, 2023

Dr. Nye, President Lewitzke, and fellow School Board Members,

Thank you for the recognition I recently received for my 35 years of service and my upcoming retirement. The metal Evergreen wall hanging, and Wausau Chamber Bucks are much appreciated. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Marla Day". The signature is written in a cursive style with a large, looping "D" at the end.

Marla Day