Shared Key Interests

1. Advance student learning, achievement, and success by keeping it at the heart and as the filter for our decision making.

2. Utilize research-based curricula that reflects 21st Century themes and applications and are responsive to the needs and potential of all students, preparing them for a global society.

3. Provide real-life, diverse learning opportunities with practical applications in the classroom and beyond.

4. Inform and engage the community in shaping educational strategy and formulating responses to change.

5. Attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders.

6. Provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well- being and enhance teaching and learning.

7. Identify, integrate, and expand technology to foster adaptability and maximize learning for all.

8. Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources.

Wausau School District

Board of Education Meeting Agenda

In Compliance with the Wisconsin Open Meeting Law

Public Notice s.19.84 (3)
Exemptions s.19.85

James Bouché, President
Karen Vandenberg, Clerk

A meeting of the **AUDIT OF THE BILLS COMMITTEE** will be held in the **Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403 at 5:00 PM** on **Monday, June 13, 2022.**

I. CALL TO ORDER
II. ROLL CALL
III. PLEDGE OF ALLEGIANCE: James Bouché, President
IV. READING OF THE MISSION STATEMENT
V. PUBLIC AND STUDENT COMMENT
VI. APPROVE CONSENT AGENDA **(Action Requested)** 3
- A. Appointments (Additional Staff, Replacement Staff, Contract Increases)
- B. Separations (Resignations, Contract Decreases, Terminations)
- C. Leaves of Absence
- D. Retirements
- E. Minutes: Regular Session of May 9, 2022; Special Session of May 9, 2022; and Special Session of May 23, 2022. 5
- F. Payment of Bills/Budget Status and Investment Report 12
- G. Donations to the District 39

VII. 2022 Summer Learning Program Report 61
VIII. Whole Child - Whole Wausau Short Cycle Report on Goal A3. 69
Attendance Goal & Redefining Ready Indicators
IX. $GEDO_2$ Update 77
X. OLD/RECURRING BUSINESS
- A. Education/Operations Committee Meeting
  - 1. Resolution Awarding the Sale of $99,990,000 General Obligation School Building and Facility Improvement Bonds **(Action Requested)** 84
  - 2. Referendum Project Timeline **(Action Requested)** 164
  - 3. Referendum Bid Process **(Action Requested)**
  - 4. Recommendation for Preliminary 2022-23 Budget **(Action Requested)** 181
  - 5. WIAA Membership Renewal for 2022-23 **(Action Requested)** 189
  - 6. Approve 10-Year Capital Improvement Plan **(Action Required)** 194
  - 7. Neola Policy Update **(Action Requested)** 195

XI. NEW BUSINESS
- A. New Charter School Proposal **(Action Requested)** 546
- B. Montessori Charter Expansion **(Action Requested)**
- C. Transfer from Fund 10 to Fund 46 **(Action Requested)**
- D. Employee Handbook Updates for 2022-23 **(Action Requested)** 566

XII. OPEN FORUM
- A. Board Member Professional Growth & Development Report
- B. Legislative Liaison
- C. Superintendent Commentary
- D. Presiding Officer Commentary

Shared Key Interests

1. Advance student learning, achievement, and success by keeping it at the heart and as the filter for our decision making.

2. Utilize research-based curricula that reflects 21st Century themes and applications and are responsive to the needs and potential of all students, preparing them for a global society.

3. Provide real-life, diverse learning opportunities with practical applications in the classroom and beyond.

4. Inform and engage the community in shaping educational strategy and formulating responses to change.

5. Attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders.

6. Provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well- being and enhance teaching and learning.

7. Identify, integrate, and expand technology to foster adaptability and maximize learning for all.

8. Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources.

Wausau School District

Board of Education Meeting Agenda

In Compliance with the Wisconsin Open Meeting Law

Public Notice s.19.84 (3)
Exemptions s.19.85

James Bouché, President
Karen Vandenberg, Clerk

XIII. ADJOURN

NOTICE IS HEREBY GIVEN THAT SCHOOL BOARD MEMBERS WHO ARE NOT MEMBERS OF THE AUDIT OF THE BILLS COMMITTEE MAY ATTEND THIS COMMITTEE MEETING AS TO CONSTITUTE A QUORUM OF THE BOARD OF EDUCATION. ANY SUCH BOARD MEMBER ATTENDANCE WILL BE FOR INFORMATION GATHERING, DISCUSSION, AND/OR RELATED PURPOSES AND WILL NOT RESULT IN DIRECT DECISION MAKING BY THE BOARD OF EDUCATION AT THE COMMITTEE MEETING.

Action Item*

NOTICE POSTED: Thursday, June 9, 2022, at 3:00 pm

By:_____

NOTICE SENT TO:

WSAU WSAW-TV WAOW-TV WJFW-TV CITY PAGES WAUSAU PILOT & REVIEW SCHOOLS WAUSAU DAILY HERALD WAAM CITY HALL COURTHOUSE PUBLIC LIBRARY

WAUSAU SCHOOL DISTRICT
HUMAN RESOURCES

TO: Board of Education
FROM: Tabatha Gundrum
MEETING: June 13, 2022
SUBJECT: Staffing Consent Agenda

The Administration respectfully asks that the Board of Education approve the following staffing changes pertaining to the Consent Agenda:

APPOINTMENTS (Additional Staff, Replacement Staff, Contract Increases):

NAME	BUILDING	POSITION	EFFECTIVE DATE
Erika Adkison	District	1.00 FTE, Art Teacher	8/29/22
Aaron Katzmarek	District	1.00 FTE, Special Education Teacher	8/29/22
Andrea Koser	G. D. Jones and Riverview Elementary	1.00 FTE, Art Teacher	8/29/22
Ashley Nichols	Horace Mann MS	1.00 FTE, School Counselor	8/29/22
Benjamin Nichols	Wausau West HS	1.00 FTE, Mathematics Teacher	8/29/22
Bruce Trueblood	Montessori Charter	1.00 FTE, Gr. 4-6 Teacher (Contract increase from .50 FTE to 1.00 FTE)	8/29/22
Matthew Ramlet	Wausau West HS	1.00 FTE, Associate Principal	7/1/22
Taylor Sarazen	Wausau West HS	1.00 FTE, Business Education Teacher	8/29/22
Rebecca Zelent	Wausau East HS / Horace Mann MS	1.00 FTE, French and World Cultures Teacher	8/29/22

SEPARATIONS (Resignations, Contract Decreases, Terminations):

NAME	BUILDING	POSITION	EFFECTIVE DATE
Alex Derfus	District	1.00 FTE, Adaptive Physical Education Teacher	6/6/22
Kristin Luebbe	G. D. Jones Elementary	1.00 FTE, Grade 1 Teacher	6/6/22
Reid Richards	Franklin Elementary	1.00 FTE, Grade 4 Teacher	6/6/22
Danielle Steiniger	Horace Mann MS	1.00 FTE, Social Studies and English Teacher	6/6/22
Shanna Thorson	Maine Elementary	1.00 FTE, Grade 1 Teacher	6/6/22

LEAVES OF ABSENCE

NAME	BUILDING	POSITION	EFFECTIVE DATES
Megan Fox	G. D. Jones Elementary	1.00 FTE, Grade 2 Teacher	2022-23 contract yr

RETIREMENTS

NAME	BUILDING	POSITION	EFFECTIVE DATE

WAUSAU SCHOOL DISTRICT
HUMAN RESOURCES

TO: Board of Education
FROM: Tabatha Gundrum
MEETING: June 13, 2022 ADDENDUM
SUBJECT: Staffing Consent Agenda

The Administration respectfully asks that the Board of Education approve the following staffing changes pertaining to the Consent Agenda:

APPOINTMENTS (Additional Staff, Replacement Staff, Contract Increases):

NAME	BUILDING	POSITION	EFFECTIVE DATE
Lucas Barth	Wausau East HS	1.00 FTE, Associate Principal	7/1/22* pending release from Eau Claire Area School District
Karen Salzwedel	District	1.00 FTE, Special Education Teacher	8/29/22
Mackenzie Wockenfus	District	1.00 FTE, Occupational Therapist	8/29/22
Kelsey Warnke	John Muir MS	1.00 FTE, English/Language Arts Teacher	8/29/22
Theresa Webb	Franklin Elementary	1.00 FTE, Grade 4 Teacher	8/29/22

SEPARATIONS (Resignations, Contract Decreases, Terminations):

NAME	BUILDING	POSITION	EFFECTIVE DATE
Sara Goldberg	Franklin and Hawthorn Elementry	1.00 FTE, ESL Teacher	6/6/22
Kara Lee	Stettin Elementary	.70 FTE, ESL Teacher (voluntary contract decrease from 1.00 FTE to .70 FTE)	8/29/22
Alicia Reimann	Lincoln Elementary	1.00 FTE School Psychologist	6/6/22
Amanda Thoma	Hewitt-Texas Elementary	1.00 FTE, Grade 4 Teacher	6/6/22
Morrigan Villa	John Muir MS	1.00 FTE School Counselor	6/6/22
Samantha Ward	Stettin and Rib Mountain Elementary	1.00 FTE Music Teacher	6/6/22

LEAVES OF ABSENCE

NAME	BUILDING	POSITION	EFFECTIVE DATES

RETIREMENTS

NAME	BUILDING	POSITION	EFFECTIVE DATE

Minutes of REGULAR MEETING

The Board of Education
Wausau School District DRAFT

A Regular Meeting of the Board of Education of the Wausau School District was held Monday, May 9, 2022, beginning at 6:00 PM in the Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403.

Present: James Bouche; Jon Creisher; Ka Lo; Pat McKee; Cody Nikolai; Joanna Reyes; Lance Trollop; and Karen Vandenberg.

Absent: Lee Webster

I. CALL TO ORDER
The meeting was called to order at 6:42 pm.

II. ROLL CALL
Ms. Peck read the roll call.

III. PLEDGE OF ALLEGIANCE: James Bouché, President
President Bouché led everyone in the Pledge of Allegiance.

IV. READING OF THE MISSION STATEMENT
President McKee read the District mission statement.

V. PUBLIC AND STUDENT COMMENT
There was none.

VI. APPROVE CONSENT AGENDA (Action Requested)
A. Appointments (Additional Staff, Replacement Staff, Contract Increases)
Cassandra Bonick (Mathematics Teacher/East) 1.00 FTE, effective 8/29/22 – 6/5/23; Shelby Coffey (Kindergarten Teacher/Stettin) 1.00 FTE, effective 8/29/22; Alex Gessler (Technology Education & Engineering/West) 1.00 FTE, effective 8/29/22; April Heikkinen (Grade 1 Teacher/Lincoln) 1.00 FTE, effective 8/29/22; Hunter Rochester (Technology Education & Engineering/East) 1.00 FTE, effective 8/29/22; Elizabeth Twohig (Grade 4 Teacher/Franklin) 1.0 0 FTE, effective 8/29/22; Taylor Wilkowski (School Counselor/Mann & West) 1.00 FTE, effective 8/29/22; Philip Beck (Principal/Hawthorn Hills) 1.00 FTE (increase from .5 to 1.0) effective 7/1/22; Elizabeth Channel (Principal/Montessori/Hewitt-Texas) 1.00 FTE (increase from .5 to 1.0) effective 7/1/22; Deborah Foster (Principal/East) 1.00 FTE, effective 7/1/22; Jason Foster (Athletic & Activities Director/West) 1.00 FTE, effective 7/1/22; Megan Harris (Physical Education/Health Teacher/East) .70 FTE, effective 8/29/22; Michelle Heeg (Agriculture Teacher/West) 1.00 FTE, effective 8/29/22; Amanda Kovar (Kindergarten Teacher/Grant) 1.00 FTE, effective 8/29/22; and Dana Parlier-Pease

(Mathematics Teacher/Muir) .80 FTE (increase from .70 to .80 FTE) effective 8/29/22.

B. Separations (Resignations, Contract Decreases, Terminations)

Lyzette Maroszek (Principal/Hawthorn Hills) 1.00 FTE, effective 6/30/22; Brittany Raduechel (English/Language Arts Teacher/Horace Mann) 1.00 FTE, effective 6/6/22; Philip Beck (Teacher & Principal/Hewitt-Texas) .50 FTE & .50 FTE, effective 6/30/22; Elizabeth Channel (Teacher/Montessori) .50 FTE, effective 6/6/22; Deb Foster (Assistant Principal/East) 1.00 FTE effective 6/30/22; Jason Foster (Special Education Teacher/West) 1.00 FTE, effective 6/6/22; and Erika Schilling (Special Education Teacher/Hawthorn Hills) 1.00 FTE, effective 6/6/22.

C. Leaves of Absence

D. Retirements

E. Minutes: Regular Session of April 11, 2022; Special Session of April 25, 2022; and Special Session of April 25, 2022.

F. Payment of Bills/Budget Status and Investment Report

G. Donations to the District

$200 from Edward Zeinert to Lincoln Elementary; $5 from Jeremy and Jessica Switlick to Maine Elementary; Cello from Heather Treige to Horace Mann; Trombone and music from Lisa and Douglas Dickas, Trumpet and Trombone from Joseph Theisen to John Muir, $176 from Molly Lewandowski to Rib Mountain Elementary; $20 from the Higgins family, and $128 from UMR to Montessori; $500 from Condon Oil Company, $14,300 from Backyurjax, $240 from Linda Krenz, and $2,250 from Wausau East Gridiron Club to Wausau East.

Cody Nikolai moved to approve the consent agenda with great gratitude for donations made to the District, seconded by Pat McKee. The motion carried 8-0.

VII. Middle School Math Update

After much discussion, the District will move forward with eliminating the Basic Math in grades 6,7, and 8. Enriched Math will remain an offering at the middle school level.

VIII. OLD/RECURRING BUSINESS

A. Education/Operations Committee Meeting

1. Legal Expense Summary for 3rd Quarter

At the April Education/Operations Committee meeting, Chief Finance and Business Services Officer, Bob Tess presented a summary report presenting all legal counsel expenses incurred during the third quarter of 2021-2022. The report is broken down by law firm and by type of legal advice sought.

2. Various Group Wage/Salary Increase (Action Requested)

Ka Lo moved to approve the employee group wages as recommended by Administration, seconded by Pat McKee. The motion carried 7-0-1 with Lance Trollop abstaining.

3. 2022-23 Budget Reconciliation Plan (Action Requested)

Karen Vandenberg moved to approve the 2022-23 budget reconciliation plan as presented, seconded by Lance Trollop. The motion carried 8-0.

4. Share "Next Steps" in Response to WIPPS College & Career Study
At the April Education/Operations Committee Meeting, Jennifer Rauscher provided an update on opportunities and action steps related to the College & Career Study conducted with the WI Institute for Public Policy and Service.

IX. NEW BUSINESS

A. 2022-23 Teacher Contract Approvals (Action Requested)

Pat McKee moved to approve the 2022-23 contract renewal list for teachers according to the provided list, seconded by Karen Vandenberg. The motion carried 7-0-1 with Lance Trollop abstaining.

B. Formation of Board Sub-Committees to Review Elementary and Secondary School Structures (Action Requested)

Cody Nikolai moved to approve the creation of two school board subcommittees to explore solutions for various concerns related to staffing, programming, and financial issues at our elementary and high schools, seconded by Karen Vandenberg. The motion carried 8-0.

X. **OPEN FORUM**

A. Board Member Professional Growth & Development Report
There was none.

B. Legislative Liaison
President Bouché shared information about the WASB lobbyist.

C. Superintendent Commentary
Dr. Hilts congratulated the staff that is retiring, the staff that was inducted into the 25 Year Club, and Jay Rothman as the District Hall of Fame recipient. He also shared that exploring partnering with a company that connects employers with students and families.

D. Presiding Officer Commentary
The Board Liaison report for the month of May is as follows: Lance Trollop attended the West National Honor Society Induction, the 25 Year Club & Retirement Celebration, and participated in a WSB Online Learning session; and Karen Vandenberg attended two East vs. West Girls Soccer Games, West vs. DCE Girls Soccer Game, National Honor Society Induction, a Girls Soccer Tournament, a Refugee Cultural Training/Planning Meeting, two Baccalaureate Planning Meetings, and mentored a high school youth for four weeks.

XI. ADJOURN

Cody Nikolai moved to adjourn, seconded by Jon Creisher. The motion carried at 6:58 pm.

Respectfully Submitted,

Karen Vandenberg,
Board Clerk

KV:cp

Minutes of REGULAR MEETING

The Board of Education
Wausau School District DRAFT

A Special Meeting of the Board of Education of the Wausau School District was held Monday, May 9, 2022, beginning at 5:00 PM in the PDC Meeting Room in the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54403.

Present: James Bouche; Jon Creisher; Ka Lo; Pat McKee; Cody Nikolai; Joanna Reyes; Lance Trollop; and Karen Vandenberg.

Absent: Lee Webster

I. Call to Order
The meeting was called to order at 5:00 pm

II. Board Workshop - Middle School Math
Dr. Jennifer Rauscher and Math Specialist, Mark Schommer provided more information to the Board regarding the Middle School Path Proposal during this Board Workshop.

III. Adjourn
Lance Trollop moved to adjourn, seconded by Cody Nikolai. The motion carried at 6:37 pm.

Respectfully Submitted,

Karen Vandenberg,
Board Clerk

KV:cp

Minutes of a SPECIAL MEETING

The Board of Education
Wausau School District DRAFT

A Special Meeting of the Board of Education of the Wausau School District was held Monday, May 23, 2022, beginning at 6:30 PM in the Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403.

Present: James Bouché; Jon Creisher; Ka Lo; Pat McKee; Cody Nikolai; Joanna Reyes; Lance Trollop; Karen Vandenberg; and Lee Webster.

I. CALL TO ORDER

The meeting was called to order at 8:08 pm

II. **APPROVE CONSENT AGENDA (Action Requested)**

A. Appointments (Additional Staff, Replacement Staff, Contract Increases)

Ashley Hodell (Grade 3 Teacher/Stettin) 1.00 FTE, effective 8/29/22; Kelly Laux (Grade 4 Teacher/Maine) 1.00 FTE, effective 8/29/22; Emily Names (Grade 5 Teacher/John Marshall) 1.00 FTE, effective 8/29/22; Nicole Natzke (School Social Worker/District) 1.00 FTE, effective 8/29/22; Sarah Nienhuis (Music Teacher/West and Horace Mann) 1.00 FTE, effective 8/29/22; Claire Neuberger (Mathematics Teacher/West) 1.00 FTE, effective 8/29/22; Elizabeth Rohman (Mathematics Teacher/Horace Mann) 1.00 FTE, effective 8/29/22; Sydney Schmutzer (Grade 2 Teacher/Stettin) 1.00 FTE, effective 8/29/22; Kirsten Schwartz (Speech & Language Pathologist/District) 1.00 FTE, effective 8/29/22; Katie Colwell (Director of Learning and Student Achievement/District) 1.00 FTE, effective 7/1/22; and Baonhia Lor (Grade 1 Teacher/Riverview) 1.00 FTE, effective 8/29/22.

B. Separations (Resignations, Contract Decreases, Terminations)

Amanda Lewig (Grade 1 Teacher/WAVE) .50 FTE (voluntary contract decrease from 1.00 FTE to .50 FTE) effective 8/29/22; and Stacey Larsen (Special Education Teacher/East) 1.00 FTE, effective 6/6/22.

C. Leaves of Absence

D. Retirements

Lance Trollop moved to approve the consent agenda as presented, seconded by Pat McKee. The motion carried 9-0.

III. Substitute Pay Rates for the 2022-23 School Year **(Action Requested)**

Cody Nikolai, moved to approve the recommended substitute pay rates for the 2022-23 school year, seconded by Pat McKee. The motion carried 9-0.

IV. ADJOURN

Cody Nikolai moved to adjourn, seconded by Pat McKee. The motion carried at 8:10 pm.

Respectfully Submitted,

Karen Vandenberg,
Board Clerk

KV:cp

WAUSAU SCHOOL DISTRICT

APPROVAL OF BILLS

Education/Operations Committee of the Whole - May 23, 2022

Board Meeting - June 13, 2022

2021-22 Budget
April 19 2022 to May 16, 2022

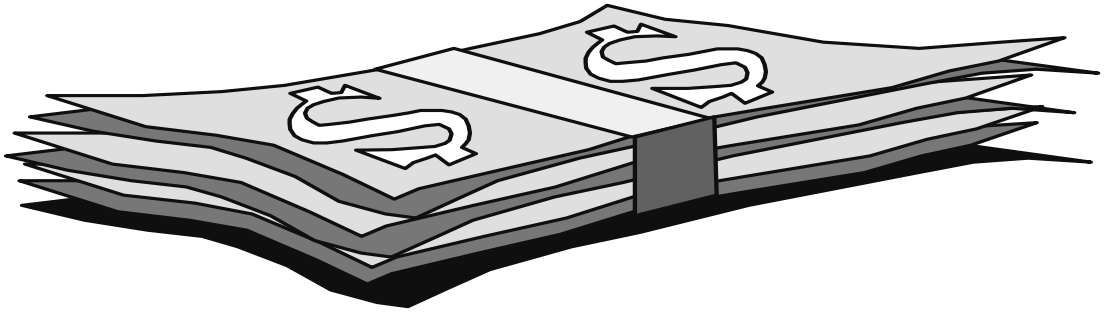
Vouchers 1059043-1059310, 212202846-212203185

General Fund - Fund 10	$1,372,003.44
Grants - Fund 11	$51,238.49
Federal Projects Fund - Fund 20	$10,338.06
Special Education - 27	$184,413.80
Food Service Fund - Fund 50	$339,545.88
Community Service Fund - Fund 80	$179,942.98
Total	**$2,137,482.65**

Vouchers

Capital Projects - Fund 49	$0.00
Total	**$0.00**

WAUSAU SCHOOL DISTRICT



BUDGET STATUS REPORT

Month Ending

May 31, 2022

INVESTMENT PORTFOLIO
May 31, 2022

INSTITUTION	BALANCE	RATE
Associated Bank	36,362,434.76	0 to .10%
BMO Financial Group	4,245,239.82	variable
CoVantage Credit Union	6,892.76	.25% to .29%
State of Wisconsin Investment Pool	5,949.51	0.08%
Wisconsin Investment Series Cooperative	2,425,967.85	.10% to 2.589%

BALANCE SHEET SUMMARY

May 31, 2022

ASSETS	
General Fund	$13,583,413.02
Special Projects Fund	$0.00
Community Services Fund	$620,713.76
Special Education	($10,201,446.33)
Food Service Fund	$1,658,219.60
Scholarships/Donations/Activity Accounts	$2,113,064.83
HRA Account	$7,874.87
Trust Funds - OPEB	$4,245,239.82
Petty Cash Fund	$500.00
Investments	
General Fund	$19,425,070.00
Debt Service Fund	$11,588,070.50
Long Term Capital Improvement Trust Fund	$1,780,948.36
Capital Projects Fund	$0.00
Interest Receivable	$543.63
Taxes Receivable	$11,346,293.71
Accounts Receivable	($95,651.41)
Prepaid	$0.00
TOTAL ASSETS	$56,072,854.36
LIABILITIES	
Line of Credit	$0.00
Salaries and Benefits Payable	$6,538,226.89
Accrued Interest Payable	$0.00
Accounts Payable	$26,609.00
TOTAL LIABILITIES	$6,564,835.89
EQUITY - FUND BALANCE	
General Fund Balance	$33,776,164.19
Federal Programs Balance	$0.00
Special Education	($10,556,955.05)
Debt Service Balance	$11,711,783.50
Food Service Balance	$1,640,322.25
Scholarships/Donations/Activity Accounts	$2,120,812.65
Trust Fund Balance - OPEB	$4,245,239.82
Community Service Balance	$618,130.81
TOTAL FUND BALANCE	$43,555,498.17
Restricted for Insurance Claims	$4,171,571.94
Restricted for Long Term Capital Improvement Trust Fund	$1,780,948.36
Restricted for Construction	$0.00
TOTAL EQUITY - FUND BALANCE	$49,508,018.47
TOTAL EQUITY AND LIABILITIES	$56,072,854.36

Fd T Loc Obj Func Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
10 R --- 129 ------ --- ---	OTHER SPECIAL PROJECTS FUND	15,000.00	0.00	0.00	15,000.00
10 R --- 211 ------ --- ---	CURRENT PROPERTY TAX	33,697,688.00	0.00	33,697,688.00	0.00
10 R --- 212 ------ --- ---	PROPERTY TAX CHARGEBACKS	65,840.00	0.00	65,840.00	0.00
10 R --- 213 ------ --- ---	MOBILE HOME TAX	15,000.00	0.00	19,929.67	-4,929.67
10 R --- 249 ------ --- ---	TRANSPORTATION FEES-PRIVATE	20,000.00	7,337.26	21,534.53	-1,534.53
10 R --- 271 ------ --- ---	ADMISSIONS ATHL/SPRT	70,000.00	0.00	30,476.57	39,523.43
10 R --- 279 ------ --- ---	OTH SCH ACTIVITY INC	162,500.00	4,065.00	88,197.80	74,302.20
10 R --- 280 ------ --- ---	INT ON INVESTMENTS	100,000.00	2,146.13	12,796.76	87,203.24
10 R --- 292 ------ --- ---	STUDENT FEES	65,000.00	341.15	72,424.69	-7,424.69
10 R --- 293 ------ --- ---	RENTALS	80,000.00	4,782.53	56,110.00	23,890.00
10 R --- 297 ------ --- ---	STUDENT FINES	0.00	161.19	161.19	-161.19
10 R --- 341 ------ --- ---	NON-OPEN ENROLL GENERAL TUIT	20,000.00	588.00	4,049.82	15,950.18
10 R --- 345 ------ --- ---	OPEN ENROLLMENT GEN. TUITION	2,276,919.00	0.00	0.00	2,276,919.00
10 R --- 515 ------ --- ---	STATE AID TRANSIT/INT. SOURC	63,375.00	320.90	14,820.90	48,554.10
10 R --- 612 ------ --- ---	TRANSPORTATION AID	160,000.00	0.00	94,805.00	65,195.00
10 R --- 613 ------ --- ---	LIBRARY AID	340,000.00	0.00	344,097.00	-4,097.00
10 R --- 615 ------ --- ---	Chapter 220	29,731.00	0.00	0.00	29,731.00
10 R --- 618 ------ --- ---	BILINGUAL STATE AID	470,000.00	0.00	404,648.95	65,351.05
10 R --- 619 ------ --- ---	OTHER STATE CATEGORICAL AID	35,000.00	0.00	3,853.13	31,146.87
10 R --- 621 ------ --- ---	EQUALIZATION AID	59,487,795.00	0.00	38,672,800.00	20,814,995.00
10 R --- 630 ------ --- ---	SPECIAL PROJECT GRNT	155,558.00	0.00	0.00	155,558.00
10 R --- 641 ------ --- ---	STATE TUITION PAYMENTS	210,435.00	0.00	0.00	210,435.00
10 R --- 650 ------ --- ---	STATE SAGE AID	1,606,445.00	0.00	1,093,912.00	512,533.00
10 R --- 660 ------ --- ---	STATE REV. THROUGH LOCAL GOV	40,000.00	0.00	37,251.82	2,748.18
10 R --- 691 ------ --- ---	STATE TAX EXEMPT AIDS	901,784.00	337,662.10	337,662.10	564,121.90
10 R --- 695 ------ --- ---	PER PUPIL AID	5,997,586.00	0.00	5,997,586.00	0.00
10 R --- 699 ------ --- ---	OTHER STATE REVENUE	0.00	0.00	300.00	-300.00
10 R --- 780 ------ --- ---	FED AID STATE AGENCY. NOT DP	0.00	592,131.91	1,790,440.91	-1,790,440.91
10 R --- 861 ------ --- ---	EQUIPMENT SALES	40,000.00	411.00	91,601.75	-51,601.75
10 R --- 869 ------ --- ---	OTHER PROPERTY SALES	0.00	183.75	12,580.70	-12,580.70
10 R --- 971 ------ --- ---	REFUND OF PRIOR YEAR EXPENSE	200,000.00	6,901.24	235,431.23	-35,431.23
10 R --- 990 ------ --- ---	MISCELLANEOUS	100,000.00	14,871.61	118,129.03	-18,129.03
10 - --- --- ------ --- ---	GENERAL FUND	106,425,656.00	971,903.77	83,319,129.55	23,106,526.45

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
10	E	---	131	------	---	STRAIGHT TIME	27,900.00	0.00	27,813.24	86.76
10	E	---	161	------	---	ADMIN SALARY	473,735.67	41,840.52	506,585.56	32,849.89-
10	E	---	164	------	---	OTHER PROF SALARIES	1,316,817.10	102,867.02	1,218,751.70	98,065.40
10	E	---	166	------	---	PRINCIPALS SALARY	2,155,739.49	165,722.36	2,018,851.19	136,888.30
10	E	---	167	------	---	ASSIST PRINC SALARY	763,773.97	58,751.86	716,294.32	47,479.65
10	E	---	171	------	---	INSTR SUB TEACHERS	35,000.00	10,186.61	50,717.82	15,717.82-
10	E	---	172	------	---	OTHER CERT SALARIES	3,198,267.16	200,455.25	2,074,463.51	1,123,803.65
10	E	---	173	------	---	SUB TEACHER SALARIES	275,000.00	28,441.38	246,395.21	28,604.79
10	E	---	174	------	---	PROF HEALTH SALARIES	154,701.26	13,137.48	135,056.24	19,645.02
10	E	---	175	------	---	TEACHERS SALARIES	31,307,050.06	2,339,675.92	24,859,535.76	6,447,514.30
10	E	---	176	------	---	L-TERM SUB TCHRS	750,000.00	119,918.16	986,102.07	236,102.07-
10	E	---	178	------	---	COACHING SALARIES	753,349.80	83,732.90	857,369.83	104,020.03-
10	E	---	180	------	---	SUPPORT SALARIES	193,140.61	20,735.68	221,912.97	28,772.36-
10	E	---	181	------	---	CUSTODIAL SALARIES	3,907,491.56	313,040.41	3,629,398.76	278,092.80
10	E	---	182	------	---	TEACHR AIDE SALARIES	2,384,994.02	200,175.61	1,911,043.57	473,950.45
10	E	---	184	------	---	ATTENDANCE OFFICE	54,487.13	5,846.93	52,870.07	1,617.06
10	E	---	185	------	---	OTHER MUNIC SALARIES	834,851.72	248,138.15	953,154.50	118,302.78-
10	E	---	186	------	---	SECR-CLER SALARIES	1,864,933.69	159,890.29	1,654,335.68	210,598.01
10	E	---	187	------	---	MAINT WORKER SALARY	117,820.08	9,524.72	107,735.79	10,084.29
10	E	---	188	------	---	TEACHER AIDE-ENROLLMENT	0.00	1,653.93	10,610.11	10,610.11-
10	E	---	194	------	---	OTHER SUPV SALARIES	208,942.37	15,294.58	175,801.02	33,141.35
10	E	---	195	------	---	MISC PAYROLLS	74,081.07	8,310.82	78,912.98	4,831.91-
10	E	---	212	------	---	RET-EMPLR CONTRIBTN	3,340,820.63	263,243.04	2,691,539.32	649,281.31
10	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	1,002,974.66	89,200.14	945,576.92	57,397.74
10	E	---	219	------	---	OTHER EMPLOYEE BENEFITS	20,000.00	0.00	20,000.00	0.00
10	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	724,778.79	56,794.81	586,782.23	137,996.56
10	E	---	222	------	---	S S EMPLR CON	3,097,372.39	242,845.40	2,499,105.02	598,267.37
10	E	---	230	------	---	GROUP LIFE INS	108,936.39	9,564.18	87,740.20	21,196.19
10	E	---	243	------	---	DENTAL INSURANCE	767,105.93	69,408.17	654,534.17	112,571.76
10	E	---	248	------	---	HOSPITAL SURGICL INS	11,961,384.50	1,070,407.05	9,783,432.37	2,177,952.13
10	E	---	251	------	---	DISABILITY INSURANCE	146,820.86	11,447.45	104,545.74	42,275.12
10	E	---	291	------	---	COLLEGE CREDIT REIMB	40,000.00	0.00	22,619.71	17,380.29
10	E	---	292	------	---	ANNUITY PAYMENTS BY DISTRICT	10,000.00	0.00	0.00	10,000.00
10	E	---	293	------	---	MISC BENEFITS	135,000.00	0.00	3,214.91	131,785.09
10	E	---	299	------	---	MISC BENEFITS	8,000.00	0.00	1,050.00	6,950.00
10	E	---	310	------	---	PERSONAL SERVICES	1,285,919.00	-18,951.64	686,205.84	599,713.16
10	E	---	321	------	---	TECH RELATED REPAIRS & MAINT	82,200.00	12,158.00	79,173.18	3,026.82
10	E	---	324	------	---	MAINTENANCE SERVICES	1,144,438.00	196,422.32	1,690,368.23	545,930.23-
10	E	---	325	------	---	VEHICLE AND EQUIPMENT RENTAL	18,120.00	0.00	10,989.03	7,130.97
10	E	---	327	------	---	CONSTRUCTION SERVICE	1,001,155.00	26,260.58	1,296,658.13	295,503.13-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
10	E	---	328	------	---	BUILDING RENTAL	26,148.00	2,984.40	61,591.40	35,443.40-
10	E	---	329	------	---	CLEANING SERVICES	277,812.00	11,526.25	176,945.49	100,866.51
10	E	---	331	------	---	GAS FOR HEAT	423,424.00	101,436.27	606,719.44	183,295.44-
10	E	---	336	------	---	ELECT NOT FOR HEAT	1,301,044.00	109,998.22	1,144,109.15	156,934.85
10	E	---	337	------	---	WATER	101,587.00	2,026.83	66,749.70	34,837.30
10	E	---	338	------	---	SEWER	70,006.00	3,281.40	69,698.25	307.75
10	E	---	339	------	---	OTHER UTILITIES	93,317.00	7,466.50	94,132.63	815.63-
10	E	---	341	------	---	PUPIL TRANSPORTATION	2,643,740.00	253,707.52	2,025,503.15	618,236.85
10	E	---	342	------	---	EMPLOYEE TRAVEL	156,323.00	4,242.46	49,335.69	106,987.31
10	E	---	343	------	---	CONTRCT SERV TRAVEL	0.00	0.00	43.86	43.86-
10	E	---	345	------	---	PUPIL LODGING & MEALS	21,224.00	0.00	8,323.15	12,900.85
10	E	---	348	------	---	VEHICLE FUEL	310,244.00	31,490.22	322,789.15	12,545.15-
10	E	---	351	------	---	ADVERTISING	14,000.00	828.72	6,685.94	7,314.06
10	E	---	352	------	---	PHOTOGRAPHY	3,450.00	0.00	0.00	3,450.00
10	E	---	353	------	---	POSTAGE	92,500.00	11,254.88	63,798.69	28,701.31
10	E	---	354	------	---	PRINTING & BINDING	261,556.00	28,467.90	273,101.35	11,545.35-
10	E	---	355	------	---	TELEPHONE	110,058.00	4,936.11	93,473.37	16,584.63
10	E	---	358	------	---	ON-LINE COMMUNICATIONS	208,788.00	84.04	57,602.90	151,185.10
10	E	---	359	------	---	OTHER COMMUNICATIONS	27,526.00	0.00	0.00	27,526.00
10	E	---	360	------	---	INFORMATION TECHNOLOGY	253,132.00	31,490.59	774,689.75	521,557.75-
10	E	---	362	------	---	SOFTWARE AS A SERVICE	750.00	0.00	8,754.36	8,004.36-
10	E	---	382	------	---	PAYMENTS TO WI SCHOOL DISTRI	3,958,085.00	0.00	6,051.00	3,952,034.00
10	E	---	386	------	---	PAYMENT TO CESA-SERVICES	304,530.00	280.00	54,627.85	249,902.15
10	E	---	387	------	---	PAYMENTS TO STATE	1,909,181.00	25.00	6,496.03	1,902,684.97
10	E	---	389	------	---	PAYMENT TO WTCS	647,281.00	700.00	350,433.98	296,847.02
10	E	---	411	------	---	GENERAL SUPPLIES	1,276,325.00	64,887.43	849,104.27	427,220.73
10	E	---	413	------	---	COMPUTER SUPPLIES	2,700.00	0.00	679.99	2,020.01
10	E	---	415	------	---	FOOD	53,215.00	4,947.63	42,686.46	10,528.54
10	E	---	416	------	---	MEDICAL SUPPLIES	13,950.00	860.67	57,550.94	43,600.94-
10	E	---	417	------	---	PAPER	69,845.00	6,022.75	-30,596.75	100,441.75
10	E	---	420	------	---	APPAREL	9,031.00	-937.67	45,337.56	36,306.56-
10	E	---	431	------	---	AUDIO-VISUAL MEDIA	5,208.00	597.50	5,202.34	5.66
10	E	---	432	------	---	LIBRARY BOOKS	227,800.00	43,730.97	152,078.92	75,721.08
10	E	---	433	------	---	NEWSPAPERS	2,206.00	0.00	821.26	1,384.74
10	E	---	434	------	---	PERIODICALS	7,763.00	12.00	9,748.35	1,985.35-
10	E	---	439	------	---	OTHER MEDIA	10,043.00	700.90	9,049.28	993.72
10	E	---	440	------	---	N-CAPITAL EQUIPMENT	909,275.00	-3,932.53	803,383.20	105,891.80
10	E	---	449	------	---	OTHER NON-CAPITAL OBJECTS	766.00	0.00	0.00	766.00
10	E	---	460	------	---	EQUIPMENT COMPONENTS	4,668.00	0.00	360.69	4,307.31
10	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	431,391.00	28,657.95	78,585.81	352,805.19

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
10	E	---	471	------	---	TEXTBOOKS	670.00	0.00	353.25	316.75
10	E	---	472	------	---	WORKBOOKS	750.00	0.00	671.58	78.42
10	E	---	473	------	---	SHEET MUSIC	10,460.00	192.14	10,098.49	361.51
10	E	---	479	------	---	OTHER INSTRUCTIONAL BOOKS	718.00	1,680.00	3,138.52	2,420.52-
10	E	---	480	------	---	NON-INSTRUCTIONAL COMPUTER S	217,699.00	60,403.18	75,780.71	141,918.29
10	E	---	481	------	---	TECHNOLOGY SUPPLIES	1,080.00	535.00	11,272.05	10,192.05-
10	E	---	482	------	---	NON-CAPITAL HARDWARE	1,603,559.00	156,248.62	1,822,681.29	219,122.29-
10	E	---	483	------	---	NON-CAPITAL SOFTWARE	90,949.00	364.80	26,208.34	64,740.66
10	E	---	490	------	---	OTHER NON-CAPITAL OBJECTS	1,250.00	22.23	4,193.34	2,943.34-
10	E	---	550	------	---	EQUIPMENT ADDITION	0.00	0.00	17,490.00	17,490.00-
10	E	---	551	------	---	EQUIP PURCHASE ADDN	184,996.00	23,398.30	103,260.10	81,735.90
10	E	---	553	------	---	EQUIP/VEHICLE PURCHASE	342,748.00	90,712.14	433,817.25	91,069.25-
10	E	---	561	------	---	EQUIPMENT REPLACE	24,117.00	0.00	0.00	24,117.00
10	E	---	563	------	---	EQUIP/VEHICLE REPLACEMENT	66,840.00	-19,409.00	98,948.62	32,108.62-
10	E	---	581	------	---	TECHNOLOGY RELATED HARDWARE	274,340.00	0.00	165,463.02	108,876.98
10	E	---	678	------	---	CAPITAL LEASE PRINCIPAL	360,000.00	7,448.88	329,886.80	30,113.20
10	E	---	688	------	---	CAPITAL LEASE INTEREST	22,000.00	667.96	8,448.51	13,551.49
10	E	---	711	------	---	DIST LIABILITY INS	73,212.00	0.00	-58,187.00	131,399.00
10	E	---	712	------	---	DIST PROPERTY INS	182,332.00	0.00	4,202.00	178,130.00
10	E	---	713	------	---	WORKERS COMPENSATION	650,331.00	42,452.68	509,247.00	141,084.00
10	E	---	730	------	---	UNEMPLOYMENT COMP	31,828.00	0.00	-132,571.77	164,399.77
10	E	---	827	------	---	SPECIAL ED FUND TRANSFERS	10,143,142.00	0.00	0.00	10,143,142.00
10	E	---	838	------	---	NON-REFERENDUM DEBT FUND TRA	78,717.00	0.00	0.00	78,717.00
10	E	---	940	------	---	DUES & FEES	0.00	0.00	570.00	570.00-
10	E	---	941	------	---	DISTRICT DUES & FEES	110,831.00	5,033.25	135,893.16	25,062.16-
10	E	---	942	------	---	EMPLOYEE DUES & FEES	1,487.00	0.00	2,257.00	770.00-
10	E	---	943	------	---	PUPIL DUES & FEES	50,000.00	2,288.95	26,265.32	23,734.68
10	E	---	961	------	---	CASH ADJUSTMENTS	0.00	-14.67	-14.67	14.67
10	E	---	972	------	---	REFND RECPT N-AIDBLE	11,930.00	0.00	8,604.11	3,325.89
10	-	---	---	------	---	GENERAL FUND	106,522,980.91	7,299,939.45	75,610,872.52	30,912,108.39

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
11	R	---	630	------	---	SPECIAL PROJECT GRNT	68,993.00	0.00	0.00	68,993.00
11	R	---	713	------	---	VOCATIONAL EDUC ACT	63,358.00	6,810.24	28,427.96	34,930.04
11	R	---	730	------	---	SPECIAL PROJ GRANT THROUGH D	5,174,458.00	21,106.65	2,141,065.36	3,033,392.64
11	R	---	751	------	---	ESEA TITLE 1	1,486,738.00	188,167.37	1,023,019.20	463,718.80
11	-	---	---	------	---	GENERAL GRANTS	6,793,547.00	216,084.26	3,192,512.52	3,601,034.48

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
11	E	---	164	------	---	OTHER PROF SALARIES	49,081.07	3,781.78	46,039.47	3,041.60
11	E	---	171	------	---	INSTR SUB TEACHERS	0.00	128.00	10,014.11	10,014.11-
11	E	---	175	------	---	TEACHERS SALARIES	1,053,261.97	77,622.34	1,142,043.81	88,781.84-
11	E	---	182	------	---	TEACHR AIDE SALARIES	291,130.06	31,427.78	260,348.99	30,781.07
11	E	---	185	------	---	OTHER MUNIC SALARIES	317,591.04	-141,472.08	110,390.96	207,200.08
11	E	---	186	------	---	SECR-CLER SALARIES	14,134.50	995.35	11,917.53	2,216.97
11	E	---	212	------	---	RET-EMPLR CONTRIBTN	115,443.06	-2,035.65	103,516.47	11,926.59
11	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	29,421.16	2,142.28	23,258.23	6,162.93
11	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	25,027.43	-385.27	21,226.90	3,800.53
11	E	---	222	------	---	S S EMPLR CON	107,013.86	-1,646.98	90,764.18	16,249.68
11	E	---	230	------	---	GROUP LIFE INS	4,233.17	80.78	3,123.83	1,109.34
11	E	---	243	------	---	DENTAL INSURANCE	33,549.12	-180.10	23,338.53	10,210.59
11	E	---	248	------	---	HOSPITAL SURGICL INS	517,289.41	-2,243.44	361,291.16	155,998.25
11	E	---	251	------	---	DISABILITY INSURANCE	5,189.43	-37.10	3,101.17	2,088.26
11	E	---	310	------	---	PERSONAL SERVICES	423,423.00	18,350.00	81,167.19	342,255.81
11	E	---	321	------	---	TECH RELATED REPAIRS & MAINT	3,857.00	0.00	0.00	3,857.00
11	E	---	341	------	---	PUPIL TRANSPORTATION	10,965.00	268.66	5,368.15	5,596.85
11	E	---	342	------	---	EMPLOYEE TRAVEL	21,549.00	825.95	8,657.01	12,891.99
11	E	---	353	------	---	POSTAGE	0.00	0.00	7.66	7.66-
11	E	---	354	------	---	PRINTING & BINDING	0.00	110.30	1,795.48	1,795.48-
11	E	---	358	------	---	ON-LINE COMMUNICATIONS	146,259.00	11,837.18	143,689.36	2,569.64
11	E	---	360	------	---	INFORMATION TECHNOLOGY	69,333.00	0.00	18,693.48	50,639.52
11	E	---	362	------	---	SOFTWARE AS A SERVICE	767,892.00	0.00	436,680.03	331,211.97
11	E	---	371	------	---	INSTR PAYMENTS-PRIV VENDOR	9,412.00	0.00	0.00	9,412.00
11	E	---	386	------	---	PAYMENT TO CESA-SERVICES	11,081.00	600.00	3,080.00	8,001.00
11	E	---	410	------	---	SUPPLIES & MATERIALS	30,410.00	0.00	1,095.00	29,315.00
11	E	---	411	------	---	GENERAL SUPPLIES	70,677.00	761.05	90,042.83	19,365.83-
11	E	---	415	------	---	FOOD	673.00	1,084.26	5,444.76	4,771.76-
11	E	---	416	------	---	MEDICAL SUPPLIES	4,382.00	402.84	5,651.06	1,269.06-
11	E	---	420	------	---	APPAREL	0.00	0.00	5,358.20	5,358.20-
11	E	---	440	------	---	N-CAPITAL EQUIPMENT	50,396.00	73,893.10	106,115.53	55,719.53-
11	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	1,006,029.00	255.30	617,926.51	388,102.49
11	E	---	481	------	---	TECHNOLOGY SUPPLIES	1,378.00	0.00	0.00	1,378.00
11	E	---	482	------	---	NON-CAPITAL HARDWARE	1,728,960.00	238.00	755,871.19	973,088.81
11	E	---	483	------	---	NON-CAPITAL SOFTWARE	12,080.00	0.00	189.05	11,890.95
11	E	---	490	------	---	OTHER NON-CAPITAL OBJECTS	775.00	0.00	0.00	775.00
11	E	---	550	------	---	EQUIPMENT ADDITION	0.00	0.00	96,938.32	96,938.32-
11	E	---	563	------	---	EQUIP/VEHICLE REPLACEMENT	0.00	19,409.00	19,409.00	19,409.00-
11	E	---	940	------	---	DUES & FEES	0.00	0.00	300.00	300.00-
11	E	---	943	------	---	PUPIL DUES & FEES	0.00	0.00	11,650.00	11,650.00-

Fd T Loc Obj Func Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
11 - --- --- ------ --- ---	GENERAL GRANTS	6,931,896.28	96,213.33	4,625,505.15	2,306,391.13

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
21	R	---	279	------	---	OTH SCH ACTIVITY INC	1,175,000.00	250,815.00	2,030,270.55	-855,270.55
21	R	---	291	------	---	GIFTS, FUNDRAISING, CONTRIBU	75,000.00	7,695.00	142,021.28	-67,021.28
21	R	---	969	------	---	OTHER ADJUSTMENTS	0.00	510.00	757.00	-757.00
21	-	---	---	------	---	DONATIONS	1,250,000.00	259,020.00	2,173,048.83	-923,048.83

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
21	E	---	175	------	---	TEACHERS SALARIES	0.00	0.00	754.83	754.83-
21	E	---	195	------	---	MISC PAYROLLS	0.00	0.00	346.25	346.25-
21	E	---	212	------	---	RET-EMPLR CONTRIBTN	0.00	0.00	72.43	72.43-
21	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	0.00	0.00	15.35	15.35-
21	E	---	222	------	---	S S EMPLR CON	0.00	0.00	65.65	65.65-
21	E	---	310	------	---	PERSONAL SERVICES	3,000.00	57,752.35	199,460.60	196,460.60-
21	E	---	324	------	---	MAINTENANCE SERVICES	0.00	0.00	2,168.75	2,168.75-
21	E	---	328	------	---	BUILDING RENTAL	4,844.00	0.00	0.00	4,844.00
21	E	---	340	------	---	TRAVEL	0.00	1,066.56	24,976.11	24,976.11-
21	E	---	341	------	---	PUPIL TRANSPORTATION	0.00	14,719.59	33,491.25	33,491.25-
21	E	---	342	------	---	EMPLOYEE TRAVEL	0.00	0.00	3,797.11	3,797.11-
21	E	---	345	------	---	PUPIL LODGING & MEALS	0.00	0.00	2,013.69	2,013.69-
21	E	---	348	------	---	VEHICLE FUEL	0.00	0.00	219.06	219.06-
21	E	---	353	------	---	POSTAGE	0.00	290.00	16,944.93	16,944.93-
21	E	---	354	------	---	PRINTING & BINDING	160.00	2,676.07	42,490.28	42,330.28-
21	E	---	360	------	---	INFORMATION TECHNOLOGY	0.00	122.97	14,056.31	14,056.31-
21	E	---	370	------	---	EDUC SERV N-GOVT	0.00	0.00	1,602.25	1,602.25-
21	E	---	411	------	---	GENERAL SUPPLIES	1,196,185.00	40,796.59	380,051.94	816,133.06
21	E	---	415	------	---	FOOD	6,330.00	32,737.26	288,743.87	282,413.87-
21	E	---	417	------	---	PAPER	0.00	23.23	69.23	69.23-
21	E	---	420	------	---	APPAREL	0.00	20,328.06	167,120.72	167,120.72-
21	E	---	432	------	---	LIBRARY BOOKS	0.00	0.00	747.05	747.05-
21	E	---	440	------	---	N-CAPITAL EQUIPMENT	38,481.00	1,867.20	37,102.97	1,378.03
21	E	---	471	------	---	TEXTBOOKS	0.00	1,000.00	1,000.00	1,000.00-
21	E	---	550	------	---	EQUIPMENT ADDITION	0.00	0.00	-1,636.32	1,636.32
21	E	---	940	------	---	DUES & FEES	0.00	24,257.36	221,866.53	221,866.53-
21	E	---	941	------	---	DISTRICT DUES & FEES	1,000.00	0.00	1,712.00	712.00-
21	E	---	943	------	---	PUPIL DUES & FEES	0.00	658.10	159,733.65	159,733.65-
21	E	---	999	------	---	OTHER MISCELLANEOUS	0.00	8,390.00	183,979.89	183,979.89-
21	-	---	---	------	---	DONATIONS	1,250,000.00	206,685.34	1,782,966.38	532,966.38-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
27	R	---	110	------	---	GENERAL	10,143,142.00	0.00	0.00	10,143,142.00
27	R	---	346	------	---	NON-OPEN ENROLL SP ED TUITIO	100,000.00	0.00	0.00	100,000.00
27	R	---	611	------	---	HANDICAPPED AID	4,423,361.00	0.00	3,206,259.00	1,217,102.00
27	R	---	625	------	---	HIGH COST SPECIAL EDUC AID	50,000.00	0.00	0.00	50,000.00
27	R	---	630	------	---	SPECIAL PROJECT GRNT	0.00	0.00	-5,259.50	5,259.50
27	R	---	697	------	---	AID FOR SPECIAL ED TRANSITIO	25,000.00	0.00	0.00	25,000.00
27	R	---	730	------	---	SPECIAL PROJ GRANT THROUGH D	3,453,124.00	229,528.95	729,564.27	2,723,559.73
27	R	---	780	------	---	FED AID STATE AGENCY. NOT DP	400,000.00	0.00	310,569.50	89,430.50
27	R	---	990	------	---	MISCELLANEOUS	0.00	0.00	451.79	-451.79
27	-	---	---	------	---	SPECIAL EDUCATION	18,594,627.00	229,528.95	4,241,585.06	14,353,041.94

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
27	E	---	164	------	---	OTHER PROF SALARIES	416,333.97	26,670.16	347,164.45	69,169.52
27	E	---	171	------	---	INSTR SUB TEACHERS	25,000.00	384.00	2,841.60	22,158.40
27	E	---	172	------	---	OTHER CERT SALARIES	1,052,649.26	78,546.04	808,019.04	244,630.22
27	E	---	173	------	---	SUB TEACHER SALARIES	35,000.00	3,073.44	34,315.61	684.39
27	E	---	174	------	---	PROF HEALTH SALARIES	61,145.58	-538.53	47,946.49	13,199.09
27	E	---	175	------	---	TEACHERS SALARIES	7,682,810.23	587,596.46	5,899,479.99	1,783,330.24
27	E	---	176	------	---	L-TERM SUB TCHRS	76,500.00	25,972.64	102,180.95	25,680.95-
27	E	---	182	------	---	TEACHR AIDE SALARIES	2,210,194.56	208,032.87	1,880,412.77	329,781.79
27	E	---	185	------	---	OTHER MUNIC SALARIES	170,476.25	15,746.91	153,552.14	16,924.11
27	E	---	186	------	---	SECR-CLER SALARIES	76,904.24	6,345.10	71,426.65	5,477.59
27	E	---	212	------	---	RET-EMPLR CONTRIBTN	784,616.99	60,677.83	600,501.60	184,115.39
27	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	229,718.41	17,413.00	178,232.42	51,485.99
27	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	169,857.47	12,907.26	127,227.48	42,629.99
27	E	---	222	------	---	S S EMPLR CON	727,044.25	55,189.83	544,053.86	182,990.39
27	E	---	230	------	---	GROUP LIFE INS	22,166.26	1,836.36	16,363.97	5,802.29
27	E	---	243	------	---	DENTAL INSURANCE	180,978.78	15,238.42	143,146.34	37,832.44
27	E	---	248	------	---	HOSPITAL SURGICL INS	2,922,840.93	236,546.72	2,235,741.09	687,099.84
27	E	---	251	------	---	DISABILITY INSURANCE	32,210.54	2,654.21	24,469.23	7,741.31
27	E	---	310	------	---	PERSONAL SERVICES	107,150.00	4,146.00	45,229.53	61,920.47
27	E	---	321	------	---	TECH RELATED REPAIRS & MAINT	0.00	0.00	290.00	290.00-
27	E	---	324	------	---	MAINTENANCE SERVICES	4,534.00	0.00	478.99	4,055.01
27	E	---	328	------	---	BUILDING RENTAL	126,990.00	1,326.60	19,178.97	107,811.03
27	E	---	341	------	---	PUPIL TRANSPORTATION	818,087.00	104,151.33	799,117.59	18,969.41
27	E	---	342	------	---	EMPLOYEE TRAVEL	88,314.00	413.32	3,648.97	84,665.03
27	E	---	343	------	---	CONTRCT SERV TRAVEL	432.00	0.00	0.00	432.00
27	E	---	348	------	---	VEHICLE FUEL	69,618.00	8,699.23	79,689.35	10,071.35-
27	E	---	353	------	---	POSTAGE	5,391.00	34.91	573.57	4,817.43
27	E	---	354	------	---	PRINTING & BINDING	139,557.00	1,651.53	13,870.34	125,686.66
27	E	---	355	------	---	TELEPHONE	5,399.00	117.36	1,363.34	4,035.66
27	E	---	360	------	---	INFORMATION TECHNOLOGY	0.00	429.58	1,712.58	1,712.58-
27	E	---	362	------	---	SOFTWARE AS A SERVICE	66,084.00	399.99	42,854.43	23,229.57
27	E	---	370	------	---	EDUC SERV N-GOVT	0.00	14,835.00	148,961.00	148,961.00-
27	E	---	381	------	---	PAYMENT TO MUNICIPALITY	0.00	0.00	229.00	229.00-
27	E	---	382	------	---	PAYMENTS TO WI SCHOOL DISTRI	0.00	0.00	46,414.87	46,414.87-
27	E	---	383	------	---	PAYMENT TO CCDEB	43,551.00	0.00	0.00	43,551.00
27	E	---	385	------	---	PAYMENT TO COUNTY	0.00	0.00	164.28	164.28-
27	E	---	386	------	---	PAYMENT TO CESA-SERVICES	47,830.00	0.00	73,531.00	25,701.00-
27	E	---	387	------	---	PAYMENTS TO STATE	2,030.00	0.00	0.00	2,030.00
27	E	---	389	------	---	PAYMENT TO WTCS	136,057.00	0.00	55,034.14	81,022.86
27	E	---	411	------	---	GENERAL SUPPLIES	4,517.00	14,044.78	100,749.00	96,232.00-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
27	E	---	415	------	---	FOOD	0.00	76.09	1,245.80	1,245.80-
27	E	---	440	------	---	N-CAPITAL EQUIPMENT	0.00	1,720.99	64,380.35	64,380.35-
27	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	0.00	24,400.95	29,090.41	29,090.41-
27	E	---	472	------	---	WORKBOOKS	0.00	0.00	208.58	208.58-
27	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	1,603.00	8,262.87	8,262.87-
27	E	---	490	------	---	OTHER NON-CAPITAL OBJECTS	2,682.00	0.00	3,833.30	1,151.30-
27	E	---	552	------	---	VEHICLE ADDITION	0.00	0.00	37,366.50	37,366.50-
27	E	---	936	------	---	SP EDUC AID TRANSITED TO OTH	38,500.00	0.00	0.00	38,500.00
27	E	---	942	------	---	EMPLOYEE DUES & FEES	3,023.00	0.00	0.00	3,023.00
27	E	---	943	------	---	PUPIL DUES & FEES	1,922.00	0.00	0.00	1,922.00
27	E	---	949	------	---	OTHER DUES & FEES	6,511.00	800.00	3,986.00	2,525.00
27	-	---	---	------	---	SPECIAL EDUCATION	18,594,626.72	1,533,143.38	14,798,540.44	3,796,086.28

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
38	R	---	110	------	---	GENERAL	78,717.00	0.00	0.00	78,717.00
38	R	---	211	------	---	CURRENT PROPERTY TAX	2,109,168.00	0.00	2,109,168.00	0.00
38	R	---	280	------	---	INT ON INVESTMENTS	0.00	-25.00	280.94	-280.94
38	-	---	---	------	---	NON-REFERENDUM DEBT SERVICE	2,187,885.00	-25.00	2,109,448.94	78,436.06

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
38	E	---	673	------	---	PRINC L-TERM LOANS	1,950,000.00	0.00	1,950,000.00	0.00
38	E	---	683	------	---	INT L-TERM LOANS	266,635.00	0.00	266,635.00	0.00
38	-	---	---	------	---	NON-REFERENDUM DEBT SERVICE	2,216,635.00	0.00	2,216,635.00	0.00

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
39	R	---	211	------	---	CURRENT PROPERTY TAX	10,788,113.00	0.00	10,788,113.00	0.00
39	R	---	280	------	---	INT ON INVESTMENTS	0.00	942.59	3,529.76	-3,529.76
39	-	---	---	------	---	DEBT SERVICE-REFERENDUM APPR	10,788,113.00	942.59	10,791,642.76	-3,529.76

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
39	E	---	675	------	---	PRINC L-TERM BONDS	10,250,000.50	0.00	0.00	10,250,000.50
39	E	---	685	------	---	INT L-TERM BONDS	538,112.50	0.00	538,112.50	0.00
39	-	---	---	------	---	DEBT SERVICE-REFERENDUM APPR	10,788,113.00	0.00	538,112.50	10,250,000.50

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
46	R	---	280	------	---	INT ON INVESTMENTS	5,000.00	335.48	923.13	4,076.87
46	-	---	---	------	---	LONG TERM CAPITAL IMPR TRUST	5,000.00	335.48	923.13	4,076.87

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
50	R	---	251	------	---	PUPILS	840,000.00	19,256.95	137,224.13	702,775.87
50	R	---	252	------	---	ADULTS	26,000.00	3,708.80	26,270.05	-270.05
50	R	---	259	------	---	OTH FOOD SERV SALES	155,000.00	-687.41	32,779.49	122,220.51
50	R	---	280	------	---	INT ON INVESTMENTS	1,000.00	0.00	0.00	1,000.00
50	R	---	617	------	---	FOOD SERVICE AID	70,000.00	0.00	0.00	70,000.00
50	R	---	714	------	---	USDA COMMODITIES	310,000.00	0.00	0.00	310,000.00
50	R	---	717	------	---	FEDERAL FOOD SERVICE AID	2,525,000.00	645,606.95	4,831,911.03	-2,306,911.03
50	R	---	730	------	---	SPECIAL PROJ GRANT THROUGH D	26,000.00	4,589.41	23,838.55	2,161.45
50	R	---	861	------	---	EQUIPMENT SALES	6,000.00	0.00	0.00	6,000.00
50	-	---	---	------	---	FOOD SERVICE FUND	3,959,000.00	672,474.70	5,052,023.25	-1,093,023.25

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
50	E	---	181	------	---	CUSTODIAL SALARIES	55,961.11	4,316.99	49,399.76	6,561.35
50	E	---	183	------	---	COOKS SALARIES	1,215,621.77	114,678.03	1,087,580.46	128,041.31
50	E	---	185	------	---	OTHER MUNIC SALARIES	58,028.05	4,463.70	52,157.55	5,870.50
50	E	---	186	------	---	SECR-CLER SALARIES	64,143.36	4,959.60	57,073.84	7,069.52
50	E	---	191	------	---	FOOD SERVICE SUPVSR	82,621.31	6,355.48	77,398.76	5,222.55
50	E	---	212	------	---	RET-EMPLR CONTRIBTN	79,981.14	7,848.51	77,606.55	2,374.59
50	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	6,196.60	476.66	5,719.92	476.68
50	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	19,233.72	1,810.23	17,680.70	1,553.02
50	E	---	222	------	---	S S EMPLR CON	82,240.83	7,740.42	75,600.80	6,640.03
50	E	---	230	------	---	GROUP LIFE INS	3,304.53	308.25	2,774.85	529.68
50	E	---	243	------	---	DENTAL INSURANCE	30,543.72	2,674.39	26,636.48	3,907.24
50	E	---	248	------	---	HOSPITAL SURGICL INS	527,362.29	36,736.04	384,461.98	142,900.31
50	E	---	251	------	---	DISABILITY INSURANCE	3,781.85	300.91	2,915.99	865.86
50	E	---	310	------	---	PERSONAL SERVICES	18,269.00	0.00	-169.00	18,438.00
50	E	---	324	------	---	MAINTENANCE SERVICES	31,344.00	3,356.97	23,567.48	7,776.52
50	E	---	342	------	---	EMPLOYEE TRAVEL	1,836.00	0.00	638.36	1,197.64
50	E	---	348	------	---	VEHICLE FUEL	537.00	0.00	0.00	537.00
50	E	---	353	------	---	POSTAGE	0.00	51.38	1,458.48	1,458.48-
50	E	---	354	------	---	PRINTING & BINDING	5,552.00	310.52	3,288.42	2,263.58
50	E	---	360	------	---	INFORMATION TECHNOLOGY	0.00	0.00	6,649.80	6,649.80-
50	E	---	387	------	---	PAYMENTS TO STATE	2,462.00	0.00	8,953.41	6,491.41-
50	E	---	411	------	---	GENERAL SUPPLIES	82,335.00	12,704.38	114,085.06	31,750.06-
50	E	---	415	------	---	FOOD	1,636,236.00	249,350.35	1,840,049.01	203,813.01-
50	E	---	417	------	---	PAPER	0.00	72.00	211.38	211.38-
50	E	---	420	------	---	APPAREL	1,558.00	0.00	4,353.81	2,795.81-
50	E	---	440	------	---	N-CAPITAL EQUIPMENT	38,968.00	14,666.73	47,347.17	8,379.17-
50	E	---	480	------	---	NON-INSTRUCTIONAL COMPUTER S	13,639.00	0.00	14,400.48	761.48-
50	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	0.00	3,054.00	3,054.00-
50	E	---	551	------	---	EQUIP PURCHASE ADDN	50,000.00	0.00	8,150.00	41,850.00
50	E	---	561	------	---	EQUIPMENT REPLACE	0.00	0.00	6,475.00	6,475.00-
50	E	---	941	------	---	DISTRICT DUES & FEES	6,500.00	94.00	3,491.32	3,008.68
50	-	---	---	------	---	FOOD SERVICE FUND	4,118,256.28	473,275.54	4,003,011.82	115,244.46

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
72	R	---	291	------	---	GIFTS, FUNDRAISING, CONTRIBU	0.00	50.00	20,785.36	-20,785.36
72	-	---	---	------	---	EXP/NONEXP TRUST FUNDS	0.00	50.00	20,785.36	-20,785.36

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
72	E	---	991	------	--- ---	TRUST FUND EXPENDITURES	0.00	0.00	33,809.00	33,809.00-
72	-	---	---	------	--- ---	EXP/NONEXP TRUST FUNDS	0.00	0.00	33,809.00	33,809.00-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
80	R	---	211	------	--- ---	CURRENT PROPERTY TAX	662,200.00	0.00	662,200.00	0.00
80	-	---	---	------	--- ---	COMMUNITY SERVICES	662,200.00	0.00	662,200.00	0.00

Number of Accounts: 472

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

Fd	T	Loc	Obj	Func	Prj	OBJECT	2021-22 Revised Budget	May 2021-22 Monthly Activity	2021-22 FYTD Activity	Unexpended Balance
80	E	---	175	------	---	TEACHERS SALARIES	30,800.00	2,414.24	24,659.05	6,140.95
80	E	---	182	------	---	TEACHR AIDE SALARIES	18,536.80	4,759.08	32,510.68	13,973.88-
80	E	---	185	------	---	OTHER MUNIC SALARIES	160,897.64	11,659.58	121,289.04	39,608.60
80	E	---	186	------	---	SECR-CLER SALARIES	10,208.09	1,220.32	12,008.36	1,800.27-
80	E	---	189	------	---	SEASONAL CUSTODIANS	35,000.00	0.00	4,899.28	30,100.72
80	E	---	195	------	---	MISC PAYROLLS	85,684.06	0.00	47,512.45	38,171.61
80	E	---	212	------	---	RET-EMPLR CONTRIBTN	17,743.78	1,002.45	13,600.81	4,142.97
80	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	770.00	59.24	592.40	177.60
80	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	3,985.98	272.80	3,328.50	657.48
80	E	---	222	------	---	S S EMPLR CON	17,093.98	1,166.37	14,230.72	2,863.26
80	E	---	230	------	---	GROUP LIFE INS	516.98	29.59	279.04	237.94
80	E	---	243	------	---	DENTAL INSURANCE	2,302.37	177.42	1,738.21	564.16
80	E	---	248	------	---	HOSPITAL SURGICL INS	31,083.15	2,266.08	21,586.14	9,497.01
80	E	---	251	------	---	DISABILITY INSURANCE	771.17	42.58	429.92	341.25
80	E	---	310	------	---	PERSONAL SERVICES	39,612.82	3,470.00	38,186.08	1,426.74
80	E	---	341	------	---	PUPIL TRANSPORTATION	10,666.57	-614.04	1,241.32	9,425.25
80	E	---	342	------	---	EMPLOYEE TRAVEL	585.51	90.00	259.58	325.93
80	E	---	353	------	---	POSTAGE	0.00	73.95	150.18	150.18-
80	E	---	354	------	---	PRINTING & BINDING	777.26	69.16	948.25	170.99-
80	E	---	355	------	---	TELEPHONE	2,107.84	282.84	3,393.87	1,286.03-
80	E	---	360	------	---	INFORMATION TECHNOLOGY	0.00	0.00	11,683.04	11,683.04-
80	E	---	381	------	---	PAYMENT TO MUNICIPALITY	140,000.00	175,451.05	175,472.09	35,472.09-
80	E	---	411	------	---	GENERAL SUPPLIES	503,739.58	3,302.67	-1,280.24	505,019.82
80	E	---	415	------	---	FOOD	1,039.96	440.05	2,236.37	1,196.41-
80	E	---	440	------	---	N-CAPITAL EQUIPMENT	2,807.88	1,039.83	3,432.51	624.63-
80	E	---	480	------	---	NON-INSTRUCTIONAL COMPUTER S	5,272.58	149.95	251.10	5,021.48
80	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	197.00	1,138.00	1,138.00-
80	E	---	943	------	---	PUPIL DUES & FEES	0.00	40.00	40.00	40.00-
80	-	---	---	------	---	COMMUNITY SERVICES	1,122,004.00	209,062.21	535,816.75	586,187.25

Number of Accounts: 13293

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

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonym

Today's Date: 6/1/22

Donor's Name: Eastbay Retail Store

Donor's Address: 211 S 1st Ave, Wausau, WI 54401

Donor's Phone: (715) 261-9218

Amount of Donation: $250.00

School/Building Receiving Donation: Hawthorn Hills Elementary

Department/Program Receiving Donation: Walking Club

Designation/Purpose of Donation: To be used as incentives for the walkers

The Wausau School District and _____
Department/Program

of Hawthorn Hills gratefully acknowledge your gift of $250.00
School/Building Donation

to be used by the Department/Program named aboved for the Walking Club
Purpose

Building Principal Signature: _____ Date: 6/1/22

ROUTING:
Original to Donor

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☒ I wish to remain anonymous.

Today's Date: 5/6/22

Donor's Name: Marcia Glashagel

Donor's Address: 2100 Townline Rd Apt 203
Wausau WI 54403

Donor's Phone: 715 470 4249

Amount of Donation: $500.00

School/Building Receiving Donation: Hawthorn Hills

Department/Program Receiving Donation: 4th Grade

Designation/Purpose of Donation: Madison Field Trip

The Wausau School District and the 4th graders
Department/Program

of Hawthorn Hills
School/Building
gratefully acknowledge your gift of 500.00
Donation

to be used by the Department/Program named aboved for the Madison Field Trip
Purpose

Building Principal Signature: [signature] Date: 5/6/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/3/22

Donor's Name: Incredible Bank

Donor's Address: 327 N 17th Ave
Wausau, WI 54401

Donor's Phone: 715-842-5522

Amount of Donation: $250.00

School/Building Receiving Donation: Hawthorn Hills

Department/Program Receiving Donation: 4th Grade

Designation/Purpose of Donation: Madison Field Trip

The Wausau School District and Hawthorn 4th Graders
Department/Program

of Hawthorn Hills
School/Building
gratefully acknowledge your gift of $250.00
Donation

to be used by the Department/Program named aboved for the Madison field trip
Purpose

Building Principal Signature: [signature] Date: 5/3/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/3/22

Donor's Name: J and D Tube Benders Inc

Donor's Address: 8951 Enterprise Way #4537
Schofield, WI 54476

Donor's Phone: 715-359-2073

Amount of Donation: $500.00

School/Building Receiving Donation: Hawthorn Hills

Department/Program Receiving Donation: 4th Grade

Designation/Purpose of Donation: Madison Trip to Capitol

The Wausau School District and Hawthorn 4th Graders
Department/Program

of Hawthorn Hills School/Building gratefully acknowledge your gift of $500.00 Donation

to be used by the Department/Program named aboved for the Madison field trip.
Purpose

Building Principal Signature: [signature] Date: 5/3/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/3/22

Donor's Name: Toyota of Wausau

Donor's Address: 2900 N 20th Ave.
Wausau, WI 54401

Donor's Phone: 715-675-7775

Amount of Donation: 250.00

School/Building Receiving Donation: Hawthorn Hills

Department/Program Receiving Donation: 4th Grade

Designation/Purpose of Donation: Madison Field Trip

The Wausau School District and Hawthorn 4th Graders
Department/Program

of Hawthorn Hills School/Building gratefully acknowledge your gift of 250.00 Donation

to be used by the Department/Program named aboved for the Madison field trip
Purpose

Building Principal Signature: [signature] Date: 5/3/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☐ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 3/31/2022

Donor's Name: The Board of Deacons First Presbyterian

Donor's Address: 406 Grant St.

Wausau, WI 54403

Donor's Phone: 715.842.2116

Amount of Donation: School & art supplies

School/Building Receiving Donation: GD Jones

Department/Program Receiving Donation: WSD 4K & EC Programs

Designation/Purpose of Donation: To enrich and enhance student learning.

The Wausau School District and WSD 4K & EC Prorgrams
Department/Program

of GD Jones
School/Building
gratefully acknowledge your gift of school & Art supplies
Donation

to be used by the Department/Program named aboved for student learning
Purpose

Building Principal Signature: Kara Rakauler Date: 5/3/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4.8.22

Donor's Name: The Antidote I.V. Nutrition LLC

Donor's Address: 3409 Schofield Ave. Suite A
Weston, WI 54476

Donor's Phone: 715.680.9462

Amount of Donation: $22.54

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: Family book study night · to provide snacks/drinks for families

The Wausau School District and _____
Department/Program

of John Marshall gratefully acknowledge your gift of $22.54
School/Building Donation

to be used by the Department/Program named aboved for snacks and drinks
Purpose

Building Principal Signature: Amanda Patters Date: 5/1/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4/14/22

Donor's Name: Briqs

Donor's Address: 3907 Schofield Ave, Schofield, WI 54476

Donor's Phone: 715-355-3090

Amount of Donation: Two $10 gift cards

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: For a gift basket for 1 family to recieve for participating in our LIM Family Book Study

The Wausau School District and _____ Department/Program

of John Marshall School/Building gratefully acknowledge your gift of two gift cards Donation

to be used by the Department/Program named aboved for our gift basket Purpose

Building Principal Signature: Amanda Patten Date: 5/1/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4/14/22

Donor's Name: Biggby

Donor's Address: 3140 Rib Mountain Dr Ste B, Wausau, WI 54401

Donor's Phone: 715-393-4484

Amount of Donation: Biggby merchandise

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: For a gift basket for 1 family to recieve for participating in our LIM Family Book Study

The Wausau School District and _____ (Department/Program)

of John Marshall (School/Building) gratefully acknowledge your gift of Biggby merchandise (Donation)

to be used by the Department/Program named aboved for our gift basket (Purpose)

Building Principal Signature: Amanda Patters Date: 5/1/22

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4·8·22

Donor's Name: Christine's

Donor's Address: 936 S. 3rd Ave.
Wausau, WI 54401

Donor's Phone: 715·870·2929

Amount of Donation: $30

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: Family book study night· to provide snacks and drinks for families

The Wausau School District and _____
Department/Program

of John Marshall gratefully acknowledge your gift of $30.00
School/Building Donation

to be used by the Department/Program named aboved for snacks and drinks
Purpose

Building Principal Signature: Amanda Patters Date: 5/1/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4.8.22

Donor's Name: HM Home Revamp LLC

Donor's Address: 3106 Caleb Dr.
Weston, WI 54476

Donor's Phone: 715 432.3398

Amount of Donation: $20

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: Family book study night. provide snacks and drinks for families

The Wausau School District and _____
Department/Program

of John Marshall gratefully acknowledge your gift of $20
School/Building Donation

to be used by the Department/Program named aboved for snacks / drinks.
Purpose

Building Principal Signature: Amanda Porter Date: 5.1.22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4·13·22

Donor's Name: Lemongrass

Donor's Address: 316 N. 3rd St.
Wausau, WI 54403

Donor's Phone: 715·870·2255

~~Amount of~~ Donation: Appetizers $100

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: supplying families with snacks/food for our Leader in Me Family Book study night

The Wausau School District and _____
Department/Program

of John Marshall (School/Building) gratefully acknowledge your gift of appetizers (Donation)

to be used by the Department/Program named aboved for our Family Night Book Study (Purpose)

Building Principal Signature: Amanda Porter Date: 5/1/22

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4·13·22

Donor's Name: Marathon Cheese

Donor's Address: 304 East St
Marathon City, WI 54448

Donor's Phone: 715·443·2211

~~Amount of~~ Donation: 75 string cheeses

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: supplying families with snacks for our Leader in Me Family Book Study Night

The Wausau School District and _____
Department/Program

of John Marshall gratefully acknowledge your gift of 75 string cheeses
School/Building Donation

to be used by the Department/Program named aboved for our Family Night Book Study
Purpose

Building Principal Signature: Amanda Patterson Date: 5/1/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4.14.22

Donor's Name: One Stop Auto

Donor's Address: 3930 N. 10th St
Wausau, WI 54403

Donor's Phone: 715.298.3332

~~Amount of~~ Donation: snacks/chips

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: supplying families with snacks for our Leader In Me Family Book Study

The Wausau School District and _____
Department/Program

of John Marshall gratefully acknowledge your gift of snacks/chips
School/Building Donation

to be used by the Department/Program named aboved for Family Book Study Night
Purpose

Building Principal Signature: Amanda Patton Date: 5/1/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4.13.22

Donor's Name: PLee Beauty

Donor's Address: 3409 Schofield Ave Suite A
Weston, WI 54476

Donor's Phone: 715.254.8989

~~Amount of~~ Donation: snacks

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: supplying our families with snacks/ food for our Leader in Me Family Book Study night

The Wausau School District and _____
Department/Program

of John Marshall gratefully acknowledge your gift of snacks
School/Building Donation

to be used by the Department/Program named aboved for Family Book Study night
Purpose

Building Principal Signature: Amanda Potter Date: 5/1/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4.14.22

Donor's Name: Samuel's Group

Donor's Address: 311 Financial Way #300
Wausau, WI 54401

Donor's Phone: 715.842.2222

~~Amount of~~ Donation: Pizza for 20 people

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: supplying families with food for our LIM Book Study night.

The Wausau School District and _____
Department/Program

of John Marshall gratefully acknowledge your gift of pizza
School/Building Donation

to be used by the Department/Program named aboved for our LIM Book study
Purpose

Building Principal Signature: Amanda Patten Date: 5/1/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☐ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4.8.22

Donor's Name: Schofield Oriental Market

Donor's Address: 3308 Schofield Ave.
Weston, WI 54476

Donor's Phone: 715.359.1691

~~Amount of~~ Donation: Box of banana cream cakes

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: Family book study nights. provide snacks and drinks for families.

The Wausau School District and _____
Department/Program

of John Marshall gratefully acknowledge your gift of snacks
School/Building Donation

to be used by the Department/Program named aboved for snacks for our LIM Book Study Night
Purpose

Building Principal Signature: Amanda Patten Date: 5/1/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

WSD Donation Form

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 4.13.22

Donor's Name: Townline Market

Donor's Address: 916 Townline Rd
wausau, WI 54403

Donor's Phone: 715.842.5201

~~Amount of~~ Donation: soup for 15 people

School/Building Receiving Donation: John Marshall

Department/Program Receiving Donation: John Marshall

Designation/Purpose of Donation: supplying our Leader in Me Family Night with food for our families

The Wausau School District and _____
Department/Program

of John Marshall gratefully acknowledge your gift of soup
School/Building Donation

to be used by the Department/Program named aboved for our Family Night Book Study
Purpose

Building Principal Signature: Amanda Patten Date: 5/1/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/9/2022

Donor's Name: Briqs

Donor's Address: 1605 Merrill Ave
Wausau, WI 54401

Donor's Phone: 715-675-3191

Amount of Donation: $20 Gift Card

School/Building Receiving Donation: Riverview
G2M- Academic

Department/Program Receiving Donation: _____

Designation/Purpose of Donation: To include in Bike/Walk to School Day raffle prize bags for students.
G2M- Academic

The Wausau School District and _____
Department/Program

of Riverview (School/Building) gratefully acknowledge your gift of $20 (Donation)

to be used by the Department/Program named aboved for Bike/Walk to School Day (Purpose)

Building Principal Signature: _____ Date: 5-9-22

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☐ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/9/2022

Donor's Name: Jessika Jamgochian

Donor's Address: 155787 Restlawn Rd
Wausau, WI 54401

Donor's Phone:

Amount of Donation: Board Games

School/Building Receiving Donation: Riverview

Department/Program Receiving Donation: G2M- Academic

Designation/Purpose of Donation: Board Games to be used in G2M Programming at Riverview

G2M- Academic

The Wausau School District and _____
Department/Program

of Riverview
School/Building

gratefully acknowledge your gift of Board Games
Donation

to be used by the Department/Program named aboved for G2M Programming
Purpose

Building Principal Signature: [signature] Date: 5/10/22

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 5/9/2022

Donor's Name: Kwik Trip

Donor's Address: 3853 N 6th St
Wausau, WI 54403

Donor's Phone: 715-675-4979

Amount of Donation: $200 Gift Cards

School/Building Receiving Donation: Riverview

Department/Program Receiving Donation: G2M- Academic

Designation/Purpose of Donation: To purchase bike and walk to school day refreshments and to include in raffle prize bags for students.

The Wausau School District and G2M (Department/Program)

of Riverview (School/Building) gratefully acknowledge your gift of $200 (Donation)

to be used by the Department/Program named aboved for Bike/Walk to School Day (Purpose)

Building Principal Signature: [signature] Date: 5-9-22

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

WAUSAU SCHOOL DISTRICT DONATION FORM
(In compliance with Board Policy 1500 – Public Gifts to the Schools)

DONOR NAME: **Wausau West Warrior Hockey Booster Club**

DONOR ADDRESS: **c/o Brenda Langlois, Treasurer, 6103 Stettin Dr., Wausau, WI 54401**

DONOR PHONE: -

AMOUNT OF DONATION: **$18,000** (ck#1233)

SCHOOL: **Wausau West HS**

DEPT./PROGRAM RECEIVING DONATION: **Wausau West Boys Hockey Team**

DESIGNATION/PURPOSE OF DONATION: **2021-22 Hockey Season**

The Wausau School District and **Boys Hockey Team** of Wausau **West HS** gratefully acknowledge your gift of **$18,000.00.**

Date: 5/9/22

Signature

Kathy Folino
Business Office
Wausau West HS

Routing:
Original to Donor
Email copy to Dept./Program
Email copy to Building Secretary / Building Bookkeeper
Email copy to Cassie Peck at Longfellow

Summer Learning Board Presentation

June , 2022

Dr. Rob Phelps and Deb Heilmann

Programs

- *Morning*
  - *Elementary*
  - *Camp School Forest*
  - *Middle School*
  - *High School*

- *Afternoons*
  - *Community Connections*
  - *Academies*
  - *Interventions*

STRONG ENROLLMENT IN 2022

Busing to Sports Camps and B&G Club

6 week program; 7th week option

No cost breakfast and lunch

Transportation to and from each district site

Engaging activities

District teaching and support staff

As of June 3rd, 2022

1360 students in Elementary

348 in Middle School

465 in High School

Elementary Programs 2022

- 6 weeks of core programs to support transition to the next grade level.
  - Math and literacy instruction offered as part of each day
  - Outdoor and thematic activities
  - 5th to 6th grade school forest program (Middle School Transition)
- Week 7 programs for continued engagement in the summer.
  - Saunters, Stretchers, World Cultures
- Continued partnership with community organizations.

Middle School Programs 2022



- 20+ Enrichment options, along with Engaged Learning
- New classes include: Foods Exploration, Pokemon, and Puzzling, isn't it?
- Other highlights include Hmong Language & culture, Fishing, Quitting and the Fitness classes
- Other programs, include
  - Band and Orchestra Lessons (individual or group)
  - Warrior Power and Lumberjack Power
  - Freshman Transition (Wausau East and Wausau West)



High School Programs 2022

- Credit Recovery in many subject areas
- Other programs, including:
  - Alternate High School (NTC) collaboration
  - Warrior Power and Lumberjack Power
  - EEA
  - Art Enrichment





Afternoon Programs 2022

- Community Connections
  - Located at five elementary morning sites
  - Collaboration with community partners
- Academies (3rd-5th Grade)
  - STEM
  - Music
  - World Languages
  - Art
- Interventions
  - Students with gaps in learning



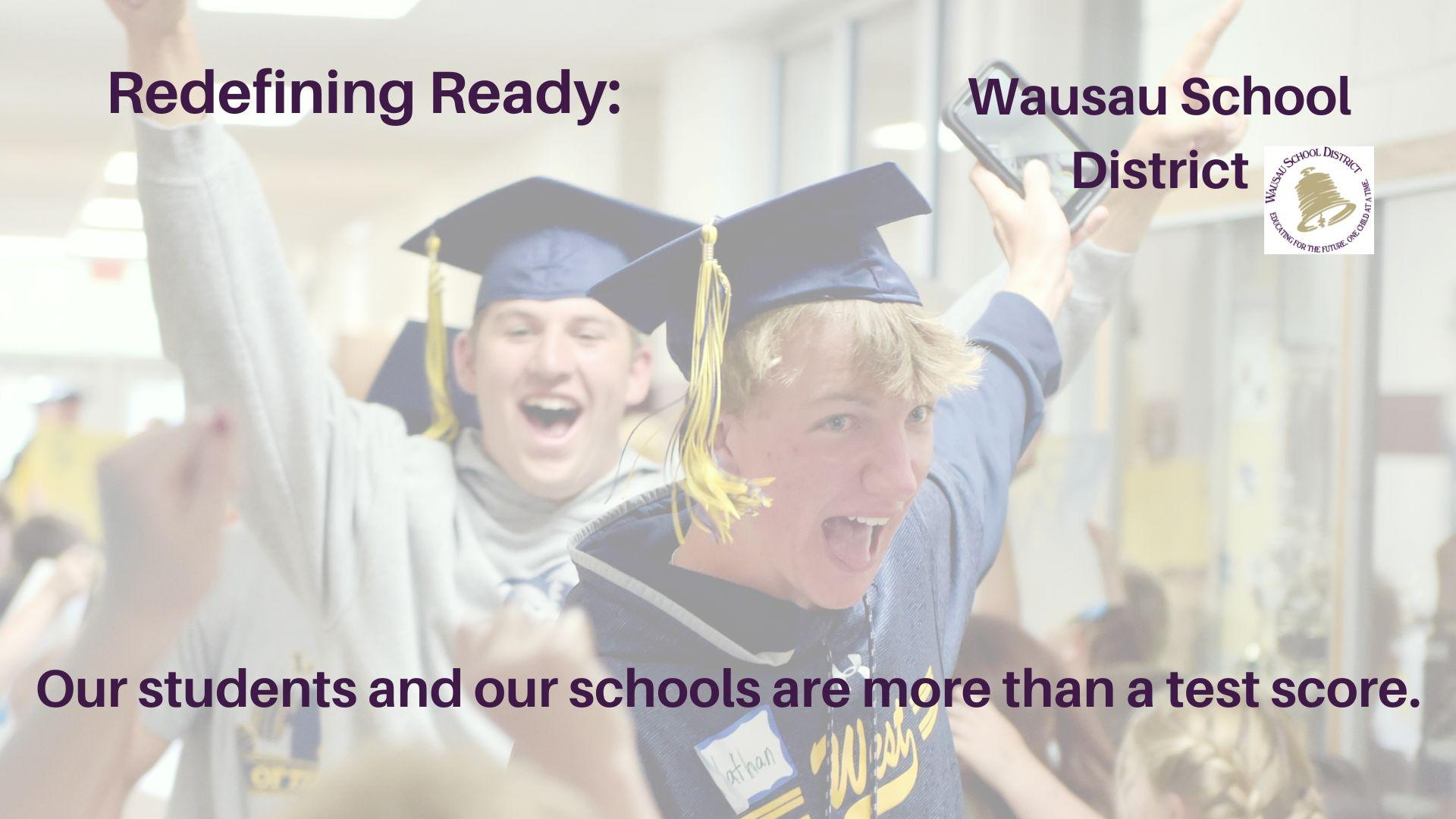
Core Principles of the New Vision for Summer School (NVSS)

1. Increase and enhance the scope of traditional summer school.
2. Target participation by students who would benefit the most.
3. Strengthen systems-level supports through community-wide partnerships and coordination.
4. Provide innovative professional development for staff.
5. Embed summer learning into the district's school-year operations.

Core Principles Document (NVSS)

Redefining Ready:

Wausau School District



Our students and our schools are more than a test score.



The State Report Card

- Complex data that's difficult to understand & apply actionable steps
- Connections with community members and stakeholders
- Our students are not a test score
- Does not demonstrate the comprehensive student experience

Wausau School District Strategic Plan ■ 2019-2023

Whole Child - Whole Wausau

Our Mission . . . To advance student learning, achievement, and success.



How Are We Doing?
How Can We Improve?

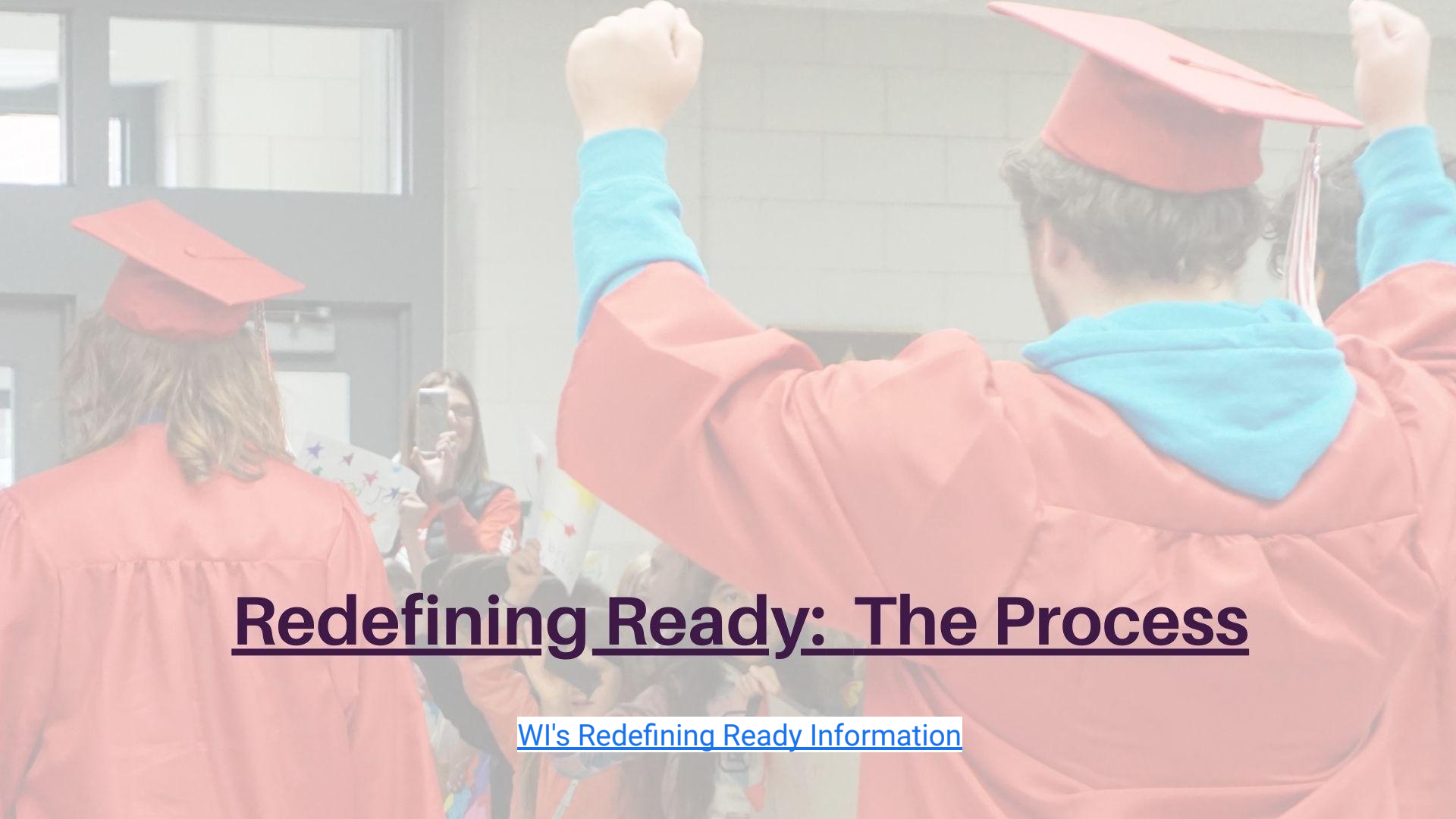
Redefining Ready

College Ready · Career Ready · Life Ready · Redefining Ready

Know · Explore · Plan · Go!

Leader in Me

Wisconsin ACP – Academic and Career Planning

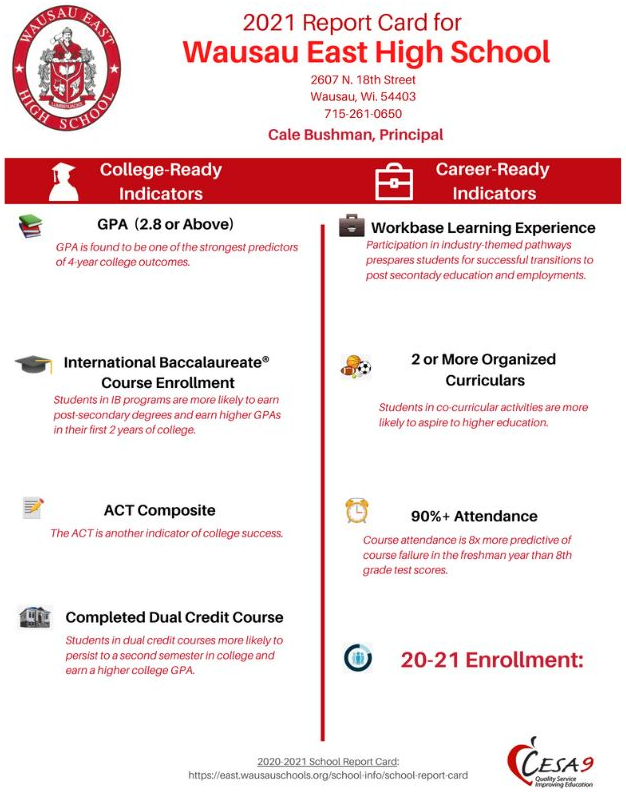


Redefining Ready: The Process

WI's Redefining Ready Information

Research-Based Indicators

- Selection process
- Input from stakeholders, including community needs
- Pertinent to all students
- Comprehensive look at the overall high school experience
- Measurement of growth from year to year
- Applicable strategies to show growth



The Impact and Benefits

- Stakeholder and community buy-in leading to local control and ability to tell our story
- Community partnerships understand and apply measures to their needs and interests
- Meaningful school improvement planning leads to increased school accountability
- Meaningful measurements and application with growth opportunities
- Department goals tied to CIP along with opportunities to link to Educator Effectiveness and SLOs
- Creating more positive experiences and opportunities for students



What's Next?

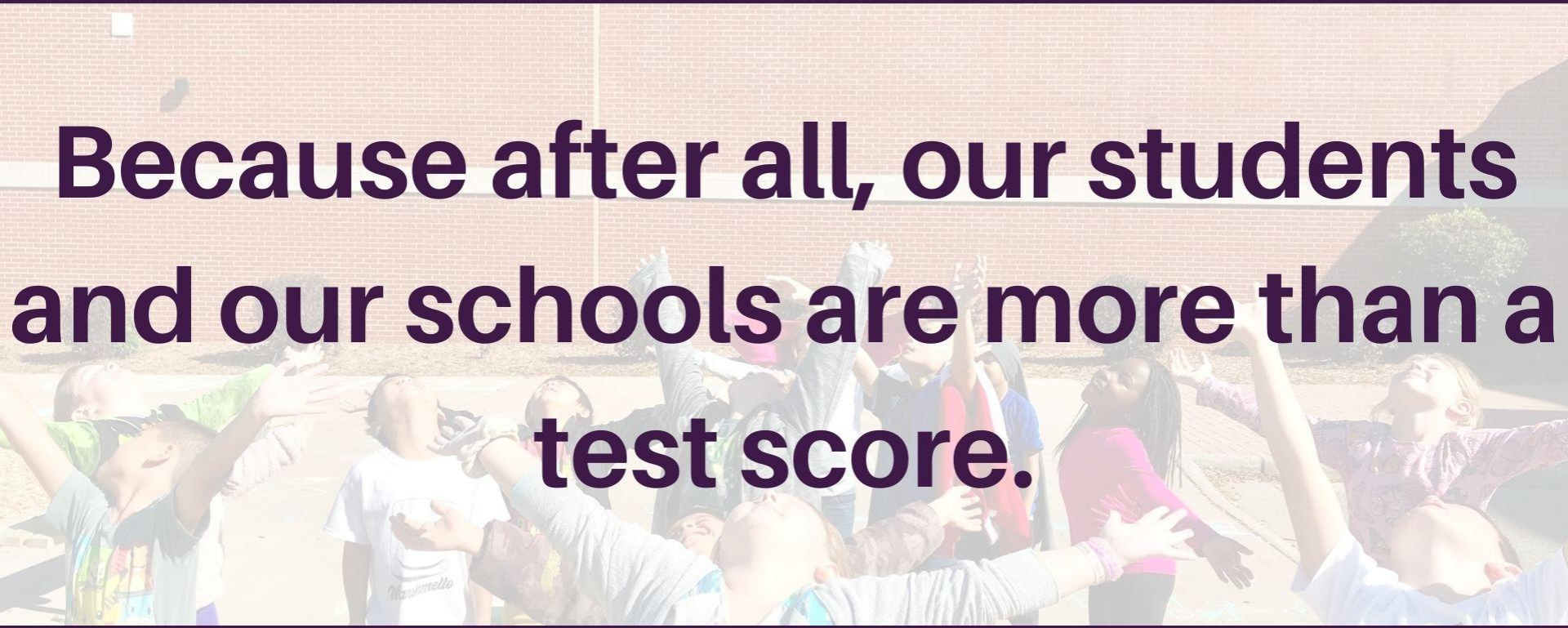
Challenges

- Data coming off of a 3-year cycle that includes COVID-19
- Ongoing need to reevaluate process and effectiveness of overall achievement
- Comparison of schools

Next Steps

- Finalize the data
- Application and analysis
- Potential modifications
- Marketing and communication





Because after all, our students and our schools are more than a test score.

GED Option 2

Kim Zimmermann, GEDO2 Program Coordinator
Dr. Shannon Young, Principal EEA Learning Academy





GED Option 2 Overview

1) This option allows students to demonstrate competency in multiple ways. They meet the district's requirements via credits and/or competency tests.
2) 10-15 hours of in person learning.
3) Students are enrolled from all district high schools and receive their diplomas from their schools of record.
4) Program is housed at EEA Learning Academy.



Enrollment requirements

1) State enrollment requirements are strictly followed. Students must:
   a) demonstrate desire to attend school and ability to be self-motivated. 90% attendance required while enrolled in program.
   b) be at least 17 years old and 3 or more credits behind.
   c) pass financial literacy*, health, and civics exam prior to enrollment.
   d) have the ability to read at a 9th grade reading proficiency upon enrollment (measured through TABE, ACT, or FastBridge aReading).

*financial literacy is a district requirement, not a current state requirement

WSD Program Statistics



23 students enrolled this year

17 students have completed all the requirements

Status of remaining students:

- 2 seniors have 1 test each to complete
- 1 senior anticipated to finish next year (1 semester late)
- 1 junior anticipated to finish next year (on time)
- 2 seniors withdrew

The addition of this program increased the number of students who can be served by an alternate path to graduation by up to 30 additional seats

Impact





What students have said:

“I wouldn’t have graduated without this program.”

“I thought this would be just another school, but I realized I could do this and I did!”

“I didn’t have any hope of graduating until I found this.”

“I strongly believe because of my credits, the GEDO2 program is the only reason I am graduating.”



Benefits

Increased graduation rate

Traditional high school diploma

Regular high school setting

High attendance requirements

Focused learning-1 subject area at a time

Post-secondary planning









Questions?

Kim Zimmermann, Program Coordinator

kzimmerm@wausauschools.org

Dr. Shannon Young

syoung@wausauschools.org

(715) 261-0631









MEMO

TO: School Board
FROM: Bob Tess, Chief Finance and Business Services Officer
DATE: June 13, 2022
RE: Issue $99,990,000 GO School Building and Improvement Bond (Documents following sale)

The bond sale was conducted on June 13. The following represent the official documents created following the sale. These documents and exhibits supersede the samples initially presented in BoardBook. For a complete record, the preliminary documents are left attached as well.

Motion: APPROVE A RESOLUTION AWARDING THE SALE OF $99,990,000 GENERAL OBLIGATION SCHOOL BUILDING AND IMPROVEMENT BONDS, SERIES 2022.

PMA™
SECURITIES

Wausau School District
Sale Summary

$99,990,000 G.O. School Building and Facility Improvement Bonds, Series 2022

Sale Date (bids taken) – June 13, 2022

Erik Kass
Director, Public Finance
PMA Securities, LLC

Bid Results, Series 2022

Wausau School District
$99,990,000 General Obligation School Building and Facility Improvement Bonds, Series 2022
Sale Date: June 13, 2022

	Bidder	Firm	TIC*	Time	Gross Interest*	+ Discount/ (Premium)*	Total Interest*	Bid No.	Cumulative Improvement
1st	JPMO-JM	JP Morgan	3.893578%	11:08:50 am	$47,306,396.44	(3,133,444.84)	$44,172,951.60	10	0.150628%
2nd	CITI-ML	Citigroup	3.921011%	11:07:12 am	$46,939,297.92	(2,641,128.65)	$44,298,169.27	6	0.117188%
3rd	MERR-AM	BofA	3.945246%	11:03:18 am	$46,147,545.14	(1,764,776.15)	$44,382,768.99	4	0.050149%
4th	HILL-PD	Hilltop	4.053063%	11:10:02 am	$52,292,697.22	(5,276,341.70)	$47,016,355.52	8	0.085815%
5th	WELL-RW	Wells Fargo	4.089371%	11:07:37 am	$46,939,297.92	(1,214,971.80)	$45,724,326.12	6	0.272199%
6th	RWBA-DK	Robert Baird	4.130964%	11:00:21 am	$47,975,571.35	(1,585,879.36)	$46,389,691.99	2	0.120090%
7th	RAYM-RS	Raymond James	4.594905%	11:00:44 am	$51,169,084.03	(0.00)	$51,169,084.03	2	0.057752%
							Total Bids:	**38**	

SOURCE: MUNIAUCTION

*Note: After adjusting par amounts, the final statistics are as follows:
TIC: 3.894627%
Gross Interest: $46,956,358.16
Discount/(Premium): ($3,088,345.94)
Total Interest: $43,868,012.22

Issue Structure, Series 2022

- Description: $99,990,000 G.O. School Building and Facility Improvement Bonds, Series 2022
- Purpose: First Phase of 2022 Referendum Financing
- Dated/Delivery: July 6, 2022
- Principal Maturity Dates: March 1, 2023-2042
- First Interest Payment: March 1, 2023
- Call Provision: March 1, 2031-2042 Callable March 1, 2030
- Moody's Rating: Aa2
- Winning Bidder/Winning TIC (True Interest Cost): 3.89%

Note –
Winning Bidder pays all costs of issuance; the True Interest Cost includes all costs of issuance and is really an All-Inclusive rate

Wausau School District

SPRING, 2022 REFERENDUM EXAMPLE FINANCING PLAN

SCENARIO 2: $119,800,000 TOTAL / 22-YEAR OVERALL AMORTIZATION / NO DEFEASANCE - ADD'L LEVY APPLIED IN 2023

LEVY YEAR	YEAR DUE	FUND 39 EXISTING DEBT SERVICE	EXAMPLE FUND 39 IMPACT OF 2022 ADD'L LEVY	ENERGY EFF. EXISTING DEBT SERVICE (A)	FUND 39/EE NET EXISTING DEBT SERVICE	FINAL $99,990,000 G.O. SCHOOL BUILDING BONDS Dated July 6, 2022 (First interest 3/1/23) PRINCIPAL (3/1)	FINAL $99,990,000 G.O. SCHOOL BUILDING BONDS Dated July 6, 2022 (First interest 3/1/23) INTEREST (3/1 & 9/1) AIC= 3.89%	$9,905,000 G.O. SCHOOL BUILDING BONDS Dated July 1, 2023 (First interest 3/1/24) PRINCIPAL (3/1)	$9,905,000 G.O. SCHOOL BUILDING BONDS Dated July 1, 2023 (First interest 3/1/24) INTEREST (3/1 & 9/1) EST. AVG= 4.00%	$9,905,000 G.O. SCHOOL BUILDING BONDS Dated July 1, 2024 (First interest 3/1/25) PRINCIPAL (3/1)	$9,905,000 G.O. SCHOOL BUILDING BONDS Dated July 1, 2024 (First interest 3/1/25) INTEREST (3/1 & 9/1) EST. AVG= 4.00%	LESS: ADDITIONAL LEVY APPLIED	LESS: EST. REOFFERING PREMIUM	FUND 39 DEBT LEVY EXISTING PLUS NEW	FUND 39/EE DEBT LEVY EXISTING PLUS NEW	STATE AID IMPACT OVER BASE YEAR (FY 2020-21) (B)	FUND 39/EE COMBINED COST (Factoring Aid)	FUND 39/EE COMBINED MILL RATE (C)	YEAR DUE
2021	2022	$538,113	$10,250,000	$2,109,168	$12,897,281									$10,788,113	$12,897,281		$12,897,281	**$2.80**	2022
2022	2023	$538,113		$2,105,768	$2,643,881	$14,125,000	$4,809,489					($10,250,000)	($3,088,346)	$6,134,256	$8,240,024	$2,628,576	$10,868,600	**$2.36**	2023
2023	2024	$2,371,113		$2,110,493	$4,481,606	$2,250,000	$3,715,913		$462,233					$8,799,258	$10,909,751	($43,717)	$10,866,034	$2.36	2024
2024	2025	$2,369,738		$2,108,593	$4,478,331	$825,000	$3,639,038		$396,200		$462,233			$7,692,208	$9,800,801	$1,065,655	$10,866,457	$2.36	2025
2025	2026	$706,113		$1,066,218	$1,772,331	$2,575,000	$3,554,038	$70,000	$394,800	$45,000	$395,300			$7,740,250	$8,806,468	$1,284,262	$10,090,730	$2.19	2026
2026	2027	$706,088		$1,068,201	$1,774,288	$2,705,000	$3,422,038	$70,000	$392,000	$50,000	$393,400			$7,738,525	$8,806,726	$1,438,512	$10,245,238	$2.22	2027
2027	2028	$1,773,113			$1,773,113	$2,845,000	$3,283,288	$75,000	$389,100	$50,000	$391,400			$8,806,900	$8,806,900	$1,438,330	$10,245,230	$2.22	2028
2028	2029	$270,913			$270,913	$4,530,000	$3,098,913	$75,000	$386,100	$55,000	$389,300			$8,805,225	$8,805,225	$1,436,744	$10,241,969	$2.22	2029
2029	2030	$270,913			$270,913	$4,765,000	$2,866,538	$80,000	$383,000	$50,000	$387,200			$8,802,650	$8,802,650	$1,433,230	$10,235,880	$2.22	2030
2030	2031	$270,913			$270,913	$5,005,000	$2,622,288	$85,000	$379,700	$55,000	$385,100			$8,803,000	$8,803,000	$1,432,598	$10,235,598	$2.22	2031
2031	2032	$1,885,475			$1,885,475	$3,610,000	$2,406,913	$90,000	$376,200	$55,000	$382,900			$8,806,488	$8,806,488	$1,431,344	$10,237,831	$2.22	2032
2032	2033	$2,902,775			$2,902,775	$2,750,000	$2,247,913	$85,000	$372,700	$65,000	$380,500			$8,803,888	$8,803,888	$1,433,422	$10,237,309	$2.22	2033
2033	2034	$2,907,150			$2,907,150	$2,870,000	$2,121,763	$95,000	$369,100	$60,000	$378,000			$8,801,013	$8,801,013	$1,434,796	$10,235,808	$2.22	2034
2034	2035	$2,904,394			$2,904,394	$2,990,000	$2,004,563	$100,000	$365,200	$65,000	$375,500			$8,804,656	$8,804,656	$1,437,290	$10,241,946	$2.22	2035
2035	2036					$6,080,000	$1,823,163	$100,000	$361,200	$70,000	$372,800			$8,807,163	$8,807,163	$1,435,897	$10,243,059	$2.22	2036
2036	2037					$6,325,000	$1,575,063	$100,000	$357,200	$75,000	$369,900			$8,802,163	$8,802,163	$1,431,107	$10,233,269	$2.22	2037
2037	2038					$6,585,000	$1,316,863	$110,000	$353,000	$75,000	$366,900			$8,806,763	$8,806,763	$1,431,107	$10,237,869	$2.22	2038
2038	2039					$6,855,000	$1,048,063	$110,000	$348,600	$80,000	$363,800			$8,805,463	$8,805,463	$1,429,192	$10,234,654	$2.22	2039
2039	2040					$7,130,000	$768,363	$115,000	$344,100	$80,000	$360,600			$8,798,063	$8,798,063	$1,428,388	$10,226,450	$2.22	2040
2040	2041					$7,430,000	$472,519	$125,000	$339,300	$80,000	$357,400			$8,804,219	$8,804,219	$1,428,732	$10,232,951	$2.22	2041
2041	2042					$7,740,000	$159,638	$130,000	$334,200	$85,000	$354,100			$8,802,938	$8,802,938	$1,425,477	$10,228,414	$2.22	2042
2042	2043							$8,290,000	$165,800	$90,000	$350,600			$8,896,400	$8,896,400	$1,424,460	$10,320,860	$2.24	2043
2043	2044									$8,720,000	$174,400			$8,894,400	$8,894,400	$1,405,860	$10,300,260	$2.24	2044
2044	2045															$1,404,941	$1,404,941		2045
		$20,414,919	$10,250,000	$10,568,441	$41,233,359	$99,990,000	$46,956,358	$9,905,000	$7,269,733	$9,905,000	$7,391,333	($10,250,000)	($3,088,346)	$198,743,998	$209,312,438	$32,096,204	$241,408,642	***IMPACT ($0.44)***	

(A) Net of expected energy savings, which is assumed constant at $78,717.

(B) State aid impact based on prior fiscal year incremental expenditure over base year (FY 2020-21) at the following aid levels (2021-22 October certification):
Tertiary Aid Percentage..... 19.15%

(C) Mill rate based on 2021 Equalized Valuation (TID-OUT) of $4,608,399,274 with annual growth of 0.00%.

NOTES: Example financing scenarios could be impacted by other variables, such as significant market or statutory changes, which may necessitate adjustments to the financing plans.

Mill rate may remain unchanged or decline in upcoming years if referendum not approved.

Scenarios where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the investment manager of the debt proceeds.

PMA™ SECURITIES

Disclosure

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

You should consider certain economic risks (and other legal, tax, and accounting consequences) prior to entering into any type of transaction with PMA Securities, LLC or PMA Financial Network, LLC. It is imperative that any prospective client perform its own research and due diligence, independent of us or our affiliates, to determine suitability of the proposed transaction with respect to the aforementioned potential economic risks and legal, tax, and accounting consequences. Our analyses are not and do not purport to be appraisals of the assets, or business of the Issuer or any other entity. PMA makes no representations as to the actual value which may be received in connection with a transaction nor the legal, tax, or accounting effects of consummating a transaction. PMA cannot be relied upon to provide legal, tax, or accounting advice. You should seek out independent and qualified legal, tax, and accounting advice from outside sources. This information has been prepared for informational and educational purposes and does not constitute a solicitation to purchase or sell securities, which may be done only after client suitability is reviewed and determined.

Securities, public finance and institutional brokerage services are offered through PMA Securities, LLC. PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB, and is a member of FINRA and SIPC. PMA Asset Management, LLC, an SEC registered investment adviser, provides investment advisory services to local government investment pools. All other products and services are provided by PMA Financial Network, LLC. PMA Financial Network, LLC, PMA Securities, LLC, and PMA Asset Management, LLC (collectively "PMA") are under common ownership. Securities and public finance services offered through PMA Securities, LLC are available in CA, CO, FL, IL, IN, IA, MI, MN, MO, NE, OH, OK, PA, SD, TX and WI. This document is not an offer of services available in any state other than those listed above, has been prepared for informational and educational purposes only and does not constitute a solicitation to purchase or sell securities, which may be done only after client suitability is reviewed and determined. All investments mentioned herein may have varying levels of risk, and may not be suitable for every investor. For more information, please visit us at www.pmanetwork.com. For institutional use only.

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v01.08.21

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF $99,990,000 GENERAL OBLIGATION SCHOOL BUILDING AND FACILITY IMPROVEMENT BONDS, SERIES 2022

WHEREAS, on January 17, 2022, the School Board of the Wausau School District, Marathon County, Wisconsin (the "District") adopted an initial resolution (the "Initial Resolution") authorizing the issuance of general obligation bonds in an amount not to exceed $119,800,000 for the public purpose of paying the cost of a school building and facility improvement project consisting of: district-wide safety and security, school updates, building infrastructure, capital maintenance and site improvements; remodeling at all middle and high schools; construction of additions at Horace Mann and John Muir Middle Schools, West and East High Schools and Grant, Riverview, South Mountain and Stettin Elementary Schools; construction of a new School Forest Environmental Learning Center; and acquisition of furnishings, fixtures and equipment (the "Project");

WHEREAS, on January 17, 2022, the School Board also adopted a resolution providing for a referendum election (the "Referendum") on the proposition of whether the Initial Resolution should be approved;

WHEREAS, the Referendum was held on April 5, 2022 in the District in which 6,412 votes were cast "YES" for approval and 4,360 votes were cast "NO" for rejection of the Initial Resolution;

WHEREAS, the Board of Canvassers duly reported the aforesaid results to the District Clerk who has made said results public;

WHEREAS, the School Board hereby finds and determines that the Project is within the District's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, school districts are authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and to issue general obligation bonds for public purposes such as the Project;

WHEREAS, the District has directed PMA Securities, LLC ("PMA") to take the steps necessary to sell a portion of the general obligation bonds authorized by the Initial Resolution and the Referendum to pay a portion of the cost of the Project and to be designated as "General Obligation School Building and Facility Improvement Bonds, Series 2022" (the "Bonds");

WHEREAS, PMA, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on June 13, 2022;

WHEREAS, the District Clerk (in consultation with PMA) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on June 13, 2022;

WHEREAS, the District has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. PMA has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

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

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The School Board hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Official Notice of Sale and any other offering materials prepared and circulated by PMA are hereby ratified and approved in all respects. All actions taken by officers of the District and PMA in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Award of the Bonds. For the purpose of paying a portion of the cost of the Project, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of NINETY-NINE MILLION NINE HUNDRED NINETY THOUSAND DOLLARS ($99,990,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal (as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein), plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The District President and District Clerk or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation School Building and Facility Improvement Bonds, Series 2022"; shall be issued in the aggregate principal amount of $99,990,000; shall be dated July 6, 2022; shall be in the denomination of $5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2023. Interest shall be computed upon the basis of a 360-

day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on March 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity, by lot (as selected by DTC (defined herein)), in integral multiples of $5,000, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2022 through 2041 for the payments due in the years 2023 through 2042 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation School Building and Facility Improvement Bonds, Series 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Bonds; (ii) any premium which may be received by the District above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the School Board directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District Clerk or other officer of the District charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the District President and District Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate

calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 11. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the District Clerk or the District Treasurer (the "Fiscal Agent").

Section 12. Persons Treated as Owners; Transfer of Bonds. The District shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond 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 Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the District President and District Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The District shall cooperate in any such transfer, and the District President and District Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the District at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the District Clerk or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District Clerk's office.

Section 15. Official Statement. The School Board hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The District Clerk

shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 16. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the District President and District Clerk, or other officer of the District charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 17. Record Book. The District Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The District President and District Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the District President and District Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded June 13, 2022.

_____
James Bouché
District President

ATTEST:

_____
Karen Vandenberg
District Clerk

EXHIBIT A

Official Notice of Sale

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

OFFICIAL NOTICE OF SALE

WAUSAU SCHOOL DISTRICT
MARATHON COUNTY, WISCONSIN
$99,990,000* GENERAL OBLIGATION SCHOOL BUILDING AND FACILITY IMPROVEMENT BONDS, SERIES 2022

NOTICE IS HEREBY GIVEN that the School Board (the "Board") of Wausau School District, Marathon County, Wisconsin (the "District"), will receive bids electronically via **MuniAuction** hosted by Grant Street Group (as more fully described below), for the purchase of its $99,990,000* General Obligation School Building and Facility Improvement Bonds, Series 2022 (the "Bonds"), on an all or none basis at the following time and place:

DATE AND TIME:	Beginning at 9:45 a.m. until 10:00 a.m. Central Daylight Saving Time June 13, 2022
PLACE:	Offices of the District's Financial Advisor: PMA Securities, LLC (the "Financial Advisor") 770 N. Jefferson Street, Suite 200 Milwaukee, Wisconsin 53202
AWARD OF BONDS:	Bids will be publicly announced at the above time and place. Unless all bids are rejected, award will be made by a notification of sale to the bidder offering the lowest true interest cost ("TIC") to the District.

The Bonds

Proceeds of the Bonds will be used (i) for the public purpose of paying a portion of the cost of a school building and facility improvement project consisting of: district-wide safety and security, school updates, building infrastructure, capital maintenance and site improvements; remodeling at all middle and high schools; construction of additions at Horace Mann and John Muir Middle Schools, West and East High Schools and Grant, Riverview, South Mountain and Stettin Elementary Schools; construction of a new School Forest Environmental Learning Center; and acquisition of furnishings, fixtures and equipment, and (ii) to pay certain costs associated with the issuance of the Bonds.

The Bonds are being issued pursuant to Chapter 67 of the Wisconsin Statutes, an initial resolution adopted by the Board on January 17, 2022, which was approved at referendum on April 5, 2022 and a resolution to be adopted by the Board on June 13, 2022. The Bonds will be general obligations of the District for which its full faith and credit and taxing powers are pledged which taxes may, under current law, be levied without limitation as to rate or amount. The District is authorized and required by law to levy on all property taxable by the District such

* Preliminary, subject to change.

ad valorem taxes as may be necessary to pay the Bonds and the interest thereon. See "THE BONDS" and "CONSTITUTIONAL AND STATUTORY CONSIDERATIONS AND LIMITATIONS CONCERNING THE DISTRICT'S POWER TO INCUR INDEBTEDNESS" in the Preliminary Official Statement for further information on the authorization and security for the Bonds.

Bidding Instructions

All bids must be submitted on the MuniAuction website at www.grantstreet.com beginning at 9:45 a.m. until 10:00 a.m. Central Daylight Saving Time on June 13, 2022. No telephone, telefax or personal delivery bids will be accepted. The use of MuniAuction shall be at the bidder's risk and expense and the District shall have no liability with respect thereto, including (without limitation) liability with respect to incomplete, late arriving and non-arriving bids. Any questions regarding bidding on the MuniAuction website should be directed to Grant Street Group (the "Auction Administrator") at (412) 391-5555 x370.

Each bidder ("Bidder") may change and submit bids as many times as it likes during the bidding time period; provided, however, each and any bid submitted subsequent to a Bidder's initial bid must result in a lower TIC with respect to a bid, when compared to the immediately preceding bid of such Bidder. In the event that the revised bid does not produce a lower TIC with respect to a bid, the prior bid will remain valid.

If any bid in the auction becomes a leading bid two (2) minutes prior to the end of the auction, then the auction will be automatically extended by two (2) minutes from the time such bid was received by MuniAuction. The auction end time will continue to be extended, indefinitely, until a single leading bid remains the leading bid for at least two minutes.

The last valid bid submitted by a Bidder before the end of the bidding time period will be compared to all other final bids submitted by others to determine the winning Bidder or Bidders.

During the bidding, no Bidder will see any other Bidder's bid, but Bidders will be able to see the ranking of their bid relative to other bids (i.e., "Leader", "Cover", "3rd" etc.).

On the Auction Page, Bidders will be able to see whether a bid has been submitted.

Bidders must comply with the Rules of MuniAuction in addition to the requirements of this Official Notice of Sale. To the extent there is a conflict between the Rules of MuniAuction and this Official Notice of Sale, this Official Notice of Sale shall control.

A Bidder submitting a winning bid ("Winning Bid") is irrevocably obligated to purchase the Bonds at the rates and prices of the Winning Bid, if acceptable to the District, as set forth in this Official Notice of Sale. Winning Bids are not officially awarded to winning Bidders until formally accepted by the District as set forth in the Award Resolution.

Neither the District, the Financial Advisor, nor the Auction Administrator is responsible for technical difficulties that result in loss of a Bidder's internet connection with MuniAuction, slowness in transmission of bids, any other technical problems resulting in bid submission failure, or any computational or data entry errors associated with using MuniAuction.

If for any reason a Bidder is disconnected from the Auction Page during the auction after having submitted a Winning Bid, such bid is valid and binding upon such Bidder, unless the District exercises its right to reject bids, as set forth herein.

Bids which generate error messages are not accepted until the error is corrected and the bid is received prior to the deadline.

Bidders accept and agree to abide by all terms and conditions specified in this Official Notice of Sale (including amendments, if any) related to the auction.

Neither the District, the Financial Advisor, nor the Auction Administrator is responsible to any Bidder for any defect or inaccuracy in this Official Notice of Sale, amendments thereto, or the Preliminary Official Statement as they appear on MuniAuction resulting in bid submission failure, or any computational or data entry errors associated with using MuniAuction.

Only Bidders who request and receive admission to the auction may submit bids. MuniAuction and the Auction Administrator reserve the right to deny access to the MuniAuction website to any Bidder, whether registered or not, at any time and for any reason whatsoever, in their sole and absolute discretion.

Neither the District, the Financial Advisor, nor the Auction Administrator is responsible for protecting the confidentiality of a Bidder's MuniAuction password.

If two bids submitted in the same auction by the same or two or more different Bidders result in the same TIC, the first confirmed bid received by MuniAuction prevails. Any change to a submitted bid constitutes a new bid, regardless of whether there is a corresponding change in the TIC.

Bidders must compare their final bids to those shown on the Observation Page immediately after the bidding time period ends, and if they disagree with the final results shown on the Observation Page they must report them to MuniAuction within 15 minutes after the bidding time period ends.

Regardless of the final results reported by MuniAuction, the Bonds are definitively awarded to the winning Bidder (the "Underwriter") only upon official award by the District. If, for any reason, the District fails to: (i) award the Bonds to the winner reported by MuniAuction, or (ii) deliver the Bonds to the Underwriter at settlement, neither the District, the Financial Advisor, nor the Auction Administrator will be liable for damages.

Bidders who submit a bid on the Auction Page by clicking the "Submit Bid" button must confirm that bid by clicking the "Yes, Submit Bid" button on the Confirmation Page.

Determination of Winning Bid

The Bonds will be awarded to the single and best Bidder (the "Underwriter") whose bid will be determined upon the basis of the **lowest TIC** at the rates designated in said bid from the dated date to the maturity dates after deducting the bid premium or adding the bid discount, if any. The TIC will be calculated as the rate which, when used in computing the present value of

all principal and interest to be paid on the Bonds (commencing on March 1, 2023 and semiannually on each March 1 and September 1 thereafter), produces an amount on the date of issuance of the Bonds (expected to be July 6, 2022) equal to the purchase price set forth in the bid. In the event of more than one proposal specifying the lowest TIC, the Bonds will be awarded to the Bidder whose bid was submitted first in time on the MuniAuction webpage.

The TIC of each bid will be computed by MuniAuction and reported on the Observation Page of the MuniAuction webpage immediately following the date and time for receipt of bids.

These TICs are subject to verification by the Financial Advisor and will be posted for informational purposes only and will not signify an actual award of any bid or an official declaration of the Winning Bid. The District or the Financial Advisor will notify the Bidder to whom the Bonds will be awarded, if and when such award is made.

Terms of the Bonds

The Bonds will be dated the date of issuance thereof, will mature on the dates and in the amounts, and not more than one rate should be specified for each maturity as described in the Official Bid Form attached hereto.

The Bonds due on and after March 1, 2031 are subject to redemption prior to maturity, at the option of the District, in whole or in part, from maturities selected by the District and within each maturity by lot, in integral multiples of $5,000, on March 1, 2030 or on any date thereafter, at a redemption price of par plus accrued interest to the redemption date.

Term bonds are not allowed.

Bidding Parameters

The interest rates must be in multiples of one-eighth or one-twentieth of one percent (1/8 or 1/20 of 1%), and not more than one rate for a single maturity shall be specified. The rate bid for each maturity shall not exceed 5.0%. All bids must be for all of the Bonds and must be for not less than 100.0% and not more than 106.0% of the par amount thereof.

Attorneys' fees, Financial Advisor fees, rating agency fees, the cost of distributing the Official Notice of Sale, the Preliminary Official Statement and the final Official Statement and miscellaneous expenses of said District incurred in connection with the offering and delivery of the Bonds shall all be the obligation of the Underwriter. The total of these fees is $380,715.

A good faith deposit will not be required prior to bid opening. The Underwriter is required to submit a certified or cashier's check on a solvent bank or trust company or a wire transfer for $999,900 payable to the District as evidence of good faith of the bidder (the "Deposit") not later than 3:30 P.M. Central Daylight Saving Time on the sale date. The Deposit of the Underwriter will be retained by the District pending delivery of the Bonds. The District may hold the proceeds of any Deposit or invest the same (at the District's risk) in obligations that

mature at or before the delivery of the Bonds, until disposed of, as follows: (a) at the delivery of the Bonds and upon compliance with the Underwriter's obligation to take up and pay for the Bonds, the full amount of the Deposit held by the District, without adjustment for interest, shall be applied toward the purchase price of the Bonds at that time, and the full amount of any interest earnings thereon shall be retained by the District; and (b) if the Underwriter fails to take up and pay for the Bonds when tendered, the full amount of the Deposit plus any interest earnings thereon will be forfeited to the District as liquidated damages.

The Underwriter shall provide Bond Counsel, within 48 hours of the award, the required issue statistics to complete parts II-V of Department of Treasury Form 8038-G.

The District will furnish to the Underwriter the approving legal opinion of Bond Counsel. After delivery, the District will furnish to the Underwriter a complete certified transcript of all proceedings in connection with the issuance of the Bonds which shall include a non-litigation certificate showing that there is no litigation pending or threatened as to the validity or security of the Bonds.

Establishment of Issue Price

(a) The winning bidder (the "Purchaser") shall assist the District in establishing the issue price of the Bonds and shall execute and deliver to the District at closing an "issue price" or similar certificate setting forth the reasonably expected initial offering price to the Public (as hereinafter defined) or the sales price or prices of the Bonds, together with the supporting pricing wires or equivalent communications, substantially in the form attached hereto as Exhibit A, with such modifications as may be appropriate or necessary, in the reasonable judgment of the Purchaser, the District and Bond Counsel. All actions to be taken by the District under this Official Notice of Sale to establish the issue price of the Bonds may be taken on behalf of the District by the District's Financial Advisor, identified herein, and any notice or report to be provided to the District may be provided to the District's Financial Advisor. Within one hour of the award, the Purchaser will provide the District and its Financial Advisor the expected initial offering price of the Bonds, which the Purchaser used to formulate its bid.

(b) The District intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the Bonds) will apply to the initial sale of the Bonds (the "Competitive Sale Requirements") because:

(1) the District will disseminate this Official Notice of Sale to potential Underwriters in a manner that is reasonably designed to reach potential Underwriters;

(2) all bidders will have an equal opportunity to bid;

(3) the District may receive bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and

(4) the District anticipates awarding the sale of the Bonds to the bidder who

submits a firm offer to purchase the Bonds at the lowest TIC, as set forth in this Official Notice of Sale.

Any bid submitted pursuant to this Official Notice of Sale shall be considered a firm offer for the purchase of the Bonds, as specified in the bid.

(c) In the event that the Competitive Sale Requirements are not satisfied, the District shall so advise the Purchaser. In such event, any bid proposal submitted will not be subject to cancellation or withdrawal, and the District agrees to use the rule selected by the Purchaser on its bid form to determine the issue price for the Bonds. On the bid form, each bidder must select one of the following rules to establish the issue price of the Bonds: (i) the first price at which 10% of a maturity of the Bonds (the "10% Test") is sold to the Public as the issue price of that maturity, or (ii) the initial offering price of that maturity (the "Hold-the-Offering-Price Rule"), in each case applied on a maturity-by-maturity basis. The Purchaser shall advise the District if any maturity of the Bonds satisfies the 10% Test as of the date and time of the award of the Bonds. The Purchaser shall promptly advise the District, at or before the time of award of the Bonds, which maturities of the Bonds shall be subject to the 10% Test or shall be subject to the Hold-the-Offering-Price Rule. ***Bidders should prepare their bids on the assumption that some or all of the maturities of the Bonds will be subject to the Hold-the-Offering-Price Rule or the 10% Test, as selected on the bid form, in order to establish the issue price of the Bonds.*** In addition, if the 10% Test has not been satisfied with respect to any maturity of the Bonds prior to closing, then the Purchaser shall provide the District with a representation as to the price or prices as the date of closing at which the Purchaser reasonably expects to sell the remaining Bonds of such maturity.

(d) **If the Competitive Sale Requirements are not satisfied and the Purchaser selects the Hold-the-Offering-Price Rule**, then the Purchaser shall (i) confirm that the Underwriters (as hereinafter defined) have offered or will offer the Bonds to the Public (as hereinafter defined) on or before the date of award at the offering price or prices (the "Initial Offering Price"), or at the corresponding yields set forth in the bid submitted by the Purchaser and (ii) agree, on behalf of the Underwriters participating in the purchase of the Bonds, that the Underwriters will neither offer nor sell unsold Bonds of any maturity to which the Hold-the-Offering-Price Rule shall apply to any person at a price that is higher than the Initial Offering Price to the Public during the period starting on the Sale Date (as hereinafter defined) and ending on the earlier of the following:

(1) the close of the fifth (5^{th}) business day after the Sale Date; or

(2) the date on which the Underwriters have sold at least 10% of that maturity of the Bonds to the Public at a price that is no higher than the Initial Offering Price to the Public.

The Purchaser will advise the District promptly after the close of the fifth (5^{th}) business day after the Sale Date whether it has sold 10% of that maturity of the Bonds to the Public at a price that is no higher than the Initial Offering Price to the Public. Within one hour of the award, the Purchaser will inform the District of the Initial Offering Price for each maturity of the Bonds.

(e) **If the Competitive Sale Requirements are not satisfied and the Purchaser selects the 10% Test**, then until the 10% Test has been satisfied as to each maturity of the Bonds, the Purchaser agrees to promptly report to the District the prices at which the unsold Bonds of that maturity have been sold to the Public. That reporting obligation shall continue, whether or not the closing date has occurred, until either (i) all Bonds of that maturity have been sold or (ii) the 10% Test has been satisfied as to the Bonds of that maturity, provided that, the Purchaser's reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the District or Bond Counsel. In addition, if the 10% test has not been satisfied with respect to any maturity of the Bonds prior to closing, then the Purchaser shall provide the District with a representation as to the price or prices as of the date of closing at which the Purchaser reasonably expects to sell the remaining Bonds of such maturity.

(f) The District acknowledges that, in making the representations set forth above, the Purchaser will rely on (i) the agreement of each Underwriter to comply with requirements for establishing the issue price of the Bonds, including, but not limited to, its agreement to comply with the Hold-the-Offering-Price Rule, if applicable to the Bonds, as set forth in an agreement among Underwriters and the related pricing wires, (ii) in the event a selling group has been created in connection with the initial sale of the Bonds to the Public, the agreement of each dealer who is a member of the selling group to comply with the requirements for establishing issue price of the Bonds, including, but not limited to, its agreement to comply with the Hold-the-Offering-Price Rule, if applicable to the Bonds, as set forth in a selling group agreement and the related pricing wires, and (iii) in the event that an Underwriter is a party to a third-party distribution agreement that was employed in connection with the initial sale of the Bonds to the Public, the agreement of each broker-dealer that is a party to such agreement to comply with the requirements for establishing the issue price of the Bonds including, but not limited to, its agreement to comply with the Hold-the-Offering-Price Rule, if applicable to the Bonds, as set forth in the third-party distribution agreement and the related pricing wires. The District further acknowledges that each Underwriter shall be solely liable for its failure to comply with its agreement regarding the requirements for establishing the issue price of the Bonds, including, but not limited to, its agreement to comply with the Hold-the-Offering-Price Rule, if applicable to the Bonds, and that no Underwriter shall be liable for the failure of any other Underwriter, or of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a third-party distribution agreement to comply with its corresponding agreement to comply with the requirements for establishing the issue price of the Bonds, including, but not limited to, its agreement to comply with the Hold-the-Offering-Price Rule if applicable to the Bonds.

(g) By submitting a bid, each bidder confirms that:

(i) any agreement among Underwriters, any selling group agreement and each third-party distribution agreement (to which the bidder is a party) relating to the initial sale of the Bonds to the Public, together with the related pricing wires, contains or will contain language obligating each Underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such third-party distribution agreement, as applicable:

(A)(i) to report the prices at which it sells to the Public the unsold Bonds of each maturity allocated to it whether or not the closing date has

occurred, until either all Bonds of that maturity allocated to it have been sold or it is notified by the Purchaser that the 10% Test has been satisfied as to the Bonds of that maturity, provided that, the reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the Purchaser and (ii) to comply with the Hold-the-Offering-Price Rule, if applicable, if and for so long as directed by the Purchaser and as set forth in the related pricing wires, which shall be until the 10% Test has been satisfied as to the Bonds of that maturity or until the close of business on the fifth (5th) business day following the date of award,

(B) to promptly notify the Purchaser of any sales of Bonds that, to its knowledge, are made to a purchaser who is a related party to an Underwriter participating in the initial sale of the Bonds to the Public (each such term being used as defined below), and

(C) to acknowledge that, unless otherwise advised by the Underwriter, the Purchaser shall assume that each order submitted by the Underwriter is a sale to the Public.

(ii) any agreement among Underwriters or selling group agreement relating to the initial sale of the Bonds to the Public, together with the related pricing wires, contains or will contain language obligating each Underwriter that is a party to a third-party distribution agreement to be employed in connection with the initial sale of the Bonds to the Public to require each broker-dealer that is a party to such third-party distribution agreement to (A) report the prices at which it sells to the Public the unsold Bonds of each maturity allocated to it, whether or not the closing date has occurred, until either all Bonds of that maturity allocated to it have been sold or until it is notified by the Purchaser or such Underwriter that the 10% Test has been satisfied as to the Bonds of that maturity, provided that, the reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the Purchaser or such Underwriter and (B) comply with the Hold-the-Offering-Price Rule, if applicable, if and for so long as directed by the Purchaser or the Underwriter and as set forth in the related pricing wires, which shall be at least until the 10% Test has been satisfied as to the Bonds of that maturity or until the close of business on the fifth (5th) business day following the date of the award.

(h) Sales of any Bonds to any person that is a Related Party to an Underwriter participating in the initial sale of the Bonds to the Public shall not constitute sales to the Public for purposes of this Official Notice of Sale. Further, for purposes of this Official Notice of Sale:

(i) "Public" means any person other than an Underwriter or a Related Party,

(ii) "Underwriter" means (A) any person that agrees pursuant to a written contract with the District (or with the lead Underwriter to form an

underwriting syndicate) to participate in the initial sale of the Bonds to the Public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the Bonds to the Public),

(iii) a purchaser of any of the Bonds is a "Related Party" to an Underwriter if the Underwriter and the Purchaser are subject, directly or indirectly, to (A) more than 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (B) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (C) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other), and

(iv) "Sale Date" means the date that the Bonds are awarded by the District to the Purchaser.

Tax Status

Quarles & Brady LLP, Milwaukee, Wisconsin, Bond Counsel, will deliver a legal opinion with respect to the federal income tax status applicable to the interest on the Bonds under existing law substantially in the form attached to the Preliminary Official Statement as Appendix A.

Not Qualified Tax-Exempt Obligations

The Bonds are <u>not</u> "qualified tax-exempt obligations" under the small issuer exception provided under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), which affords banks and certain other financial institutions more favorable treatment of their deduction for interest expense than would otherwise be allowed under Section 265(b)(2) of the Code.

Book-Entry Only

The Bonds will be issued as fully-registered Bonds without coupons and, when issued, will be registered in the name of CEDE & Co., as nominee for The Depository Trust Company, New York, New York ("DTC"). DTC will act as securities depository of the Bonds. A single Bond certificate for each maturity will be issued to DTC and immobilized in its custody. Individual purchases may be made in book-entry-only form only through DTC participants, in the principal amount of $5,000 or any integral multiple thereof. Individual purchasers will not receive certificates evidencing their ownership of the Bonds purchased. The Underwriter shall

be required to deposit the Bond certificates with DTC as a condition to delivery of the Bonds. The District will make payments of principal and interest on the Bonds to DTC or its nominee as registered owner of the Bonds in same-day funds. Transfer of those payments to participants of DTC will be the responsibility of DTC; transfer of the payments to beneficial owners by DTC participants will be the responsibility of such participants and other nominees of beneficial owners all as required by DTC rules and procedures. No assurance can be given by the District that DTC, its participants and other nominees of beneficial owners will make prompt transfer of the payments as required by DTC rules and procedures. The District assumes no liability for failures of DTC, its participants or other nominees to promptly transfer payments to beneficial owners of the Bonds.

In the event that the securities depository relationship with DTC for the Bonds is terminated and the District does not appoint a successor depository, the District will prepare, authenticate and deliver, at its expense, fully-registered certificate Bonds in the denominations of $5,000 or any integral multiple thereof in the aggregate principal amount of the Bonds of the same maturities and interest rate then outstanding to the beneficial owners of the Bonds.

CUSIP Numbers

It is intended that CUSIP numbers will be printed on the Bonds, but neither the failure to print or type such numbers on any Bonds nor any error with respect thereto shall constitute cause for a failure or refusal by the Underwriter to accept delivery of and make payment for the Bonds. All expenses in relation to the printing of CUSIP numbers, including CUSIP Service Bureau charges for the assignment of said numbers, shall be the responsibility of and shall be paid by the Underwriter.

Continuing Disclosure

The District covenants and agrees to enter into a written agreement or contract, constituting an undertaking (the "Undertaking") to provide ongoing disclosure about the District for the benefit of the beneficial owners of the Bonds on or before the date of delivery of the Bonds as required under Section (b)(5) of Rule 15c2-12 (the "Rule") adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended. The form of the Undertaking is set forth in Appendix C in the Preliminary Official Statement. Please see the section entitled "CONTINUING DISCLOSURE" in the Preliminary Official Statement for a description of the District's compliance over the last five years with undertakings previously entered into by it pursuant to the Rule.

The Underwriter's obligation to purchase the Bonds shall be conditional upon the District delivering the Undertaking on or before the date of delivery of the Bonds.

Official Statement

The District declares the Preliminary Official Statement provided in connection with the sale of the Bonds to be final as of its date for purposes of the Rule, except for the omission of the offering prices or yields, the interest rates, any other terms or provisions required by the District specified in the bid, ratings, other terms of the Bonds depending on such matters, and the identity

of the Underwriter. Upon the sale of the Bonds, the District will publish an Official Statement in substantially the same form as the Preliminary Official Statement, subject to minor additions, deletions and revisions as required to complete the Preliminary Official Statement. By submission of its bid, the Underwriter will be deemed to have certified that it has obtained and reviewed the Preliminary Official Statement. Promptly after the sale date, but in no event later than seven business days after the sale date, the District will provide the Underwriter with an electronic copy of the final Official Statement. The Underwriter agrees to supply to the District all information necessary to complete the Official Statement within 24 hours after the award of the Bonds.

Conditions of Closing

The District reserves the right to reject any or all bids and to determine the best bid in its sole discretion, and to waive any irregularity in any bid. Additionally, the District reserves the right to modify or amend this Official Notice of Sale; however, any such modification or amendment shall not be made less than twenty-four (24) hours prior to the date and time for receipt of bids on the Bonds and any such modification or amendment will be announced on the Amendments Page of the MuniAuction webpage and through *Thompson Municipal News*.

By submitting a bid, any bidder makes the representation that it understands Bond Counsel represents the District in the Bond transaction and, if such bidder has retained Bond Counsel in an unrelated matter, such bidder represents that the signatory to the bid is duly authorized to, and does consent to and waive for and on behalf of such bidder any conflict of interest of Bond Counsel arising from any adverse position to the District in this matter; such consent and waiver shall supersede any formalities otherwise required in any separate understandings, guidelines or contractual arrangements between the bidder and Bond Counsel.

The Bonds will be delivered to the Underwriter against full payment in immediately available funds as soon as they can be prepared and executed, which is expected to be July 6, 2022. Should delivery, however, be delayed beyond forty-five (45) days from the date of sale for any reason beyond the control of the District except failure of performance by the Underwriter, the District may cancel the award or the Underwriter may withdraw the Deposit and thereafter the Underwriter's interest in and liability for the Bonds will cease.

Additional Information

The Preliminary Official Statement and the Official Bid Form, together with other pertinent information, may be obtained from the District, Attention: Robert Tess, Chief Finance and Business Services Officer, 415 Seymour Street, P.O. Box 359, Wausau, Wisconsin 54402-0359, telephone: (715) 261-0500, or from the Financial Advisor, Attention: Phil Hohlweck, 770 N. Jefferson Street, Suite 200, Milwaukee, Wisconsin 53202, telephone: (414) 436-1943.

By order of the School Board of the District, dated this 6th day of June, 2022.

/s/ Robert Tess
Chief Finance and Business Services Officer
Wausau School District
Marathon County, Wisconsin

OFFICIAL BID FORM

School Board
Wausau School District
Marathon County, Wisconsin

June 13, 2022

Ladies and Gentlemen:

Subject to all the provisions of the Official Notice of Sale, which is expressly made a part of this bid, we offer to purchase the General Obligation School Building and Facility Improvement Bonds, Series 2022 (the "Bonds") as described below:

Par amount of Bonds:	$99,990,000*
Dated date:	Date of issuance
Purchase price:	$_____
(not less than 100.0% and not more than 106.0% of the par amount of the Bonds)	

The Bonds shall bear interest as follows (each rate (i) a multiple of 1/8 or 1/20 of 1% and (ii) not exceeding 5.0%):

Maturity (March 1)	Amount ($)*	Rate (%)
2023	13,300,000	_____
2024	2,250,000	_____
2025	825,000	_____
2026	2,655,000	_____
2027	2,790,000	_____
2028	2,935,000	_____
2029	4,625,000	_____
2030	4,865,000	_____
2031	5,085,000	_____
2032	3,645,000	_____
2033	2,760,000	_____
2034	2,865,000	_____
2035	2,985,000	_____
2036	6,070,000	_____
2037	6,330,000	_____
2038	6,600,000	_____
2039	6,890,000	_____
2040	7,190,000	_____
2041	7,500,000	_____
2042	7,825,000	_____

* Preliminary, subject to change. The District reserves the right to increase or decrease the principal amount of the individual maturities of the Bonds on the day of sale in increments of $5,000. If any principal amounts are adjusted, the purchase price proposed will be adjusted to maintain the same gross spread per $1,000 bond.

Term bonds are not allowed.

The Bonds due on and after March 1, 2031 are subject to redemption prior to maturity, at the option of the District, in whole or in part, from maturities selected by the District and within each maturity by lot, in integral multiples of $5,000, on March 1, 2030 or on any date thereafter, at a redemption price of par plus accrued interest to the redemption date.

The Bonds are to be accompanied by the unqualified approving legal opinion of Quarles & Brady LLP, Milwaukee, Wisconsin, Bond Counsel, and a certificate evidencing that no litigation is pending against the District, which will affect the validity or security of these Bonds.

Attorneys' fees, Rating Agency fees, Financial Advisor fees, the cost of distributing the Official Notice of Sale, the Preliminary Official Statement and the final Official Statement and miscellaneous expenses of said District incurred in connection with the offering and delivery of the Bonds shall all be the obligation of the Underwriter. The total of these fees is $380,715.

If the net interest cost or the true interest cost stated below is incorrectly computed, the undersigned agrees that the purchase price and interest rates above shall prevail.

Net Interest Cost: $_____
True Interest Cost: _____ %

This bid is a firm offer for the purchase of the Bonds identified in the Official Notice of Sale, on the terms set forth in this bid form and the Official Notice of Sale, and is not subject to any conditions, except as permitted by the Official Notice of Sale. If the Competitive Sale Requirements are not met, the bidder selects the following rule to establish the issue price of maturities of the Bonds for which 10% is not sold to the Public on the date hereof applied on a maturity-by-maturity basis (mark one):

_____ 10% Test: the first price at which 10% of a maturity of the Bonds is sold to the Public for the following maturities: _____

_____ Hold-the-Offering-Price Rule: the initial offering price of that maturity for the following maturities: _____

By submitting this bid, we confirm that we have an established industry reputation for underwriting new issuances of municipal bonds. *[If the bidder cannot confirm an established industry reputation for underwriting new issuances of municipal bonds, the preceding sentence should be crossed out.]*

We understand that if we are the winning bidder that we will deposit with the District not later than 3:30 P.M. Central Daylight Saving Time on the sale date a certified or cashier's check or wire transfer in the amount of $999,900 payable to said District as a guarantee of good faith, to be applied in accordance with the Official Notice of Sale.

_____

Managing Underwriter Signature

Name of Firm: _____

Direct Contact: _____

Address: _____

_____

Phone Number: _____

E-Mail Address: _____

—PLEASE ATTACH A LIST OF ACCOUNT MEMBERS—

The foregoing offer is hereby accepted this 13th day of June, 2022 by the School Board of Wausau School District, Marathon County, Wisconsin, and in recognition therefore is signed by the official of the District empowered and authorized to make such acceptance.

_____

President, School Board
Wausau School District
Marathon County, Wisconsin

Exhibit A

Form of Issue Price Certificate

Wausau School District, Wisconsin ("District")
$99,990,000
General Obligation School Building and Facility Improvement Bonds, Series 2022,
dated July 6, 2022

UNDERWRITER'S CERTIFICATE

The undersigned, on behalf of _____ ("_____"), hereby certifies as set forth below with respect to the sale of the above-captioned obligations (the "Bonds").

1. ***Reasonably Expected Initial Offering Price.***

(a) As of the Sale Date, the reasonably expected initial offering prices of the Bonds to the Public by _____ are the prices listed in Schedule A (the "Expected Offering Prices"). The Expected Offering Prices are the prices for the Maturities of the Bonds used by _____ in formulating its bid to purchase the Bonds. Attached as Schedule B is a true and correct copy of the bid provided by _____ to purchase the Bonds.

(b) _____ was not given the opportunity to review other bids prior to submitting its bid.

(c) The bid submitted by _____ constituted a firm offer to purchase the Bonds.

2. [***Bond Insurance.***

(a) The Municipal Bond Insurance Policy (the "Bond Insurance Policy") issued by _____ (the "Bond Insurer") was essential in marketing the Bonds at the rates and prices at which they were marketed and the absence of the Bond Insurance Policy would have had a material adverse effect on the interest rates at which the Bonds were sold.

(b) We are paying a premium of $_____ (the "Bond Insurance Premium") to the Bond Insurer for its Bond Insurance Policy.

(c) In our opinion, the Bond Insurance Premium paid to the Bond Insurer for its Bond Insurance Policy is a reasonable arm's-length charge for the transfer of credit risk which the Bond Insurance Policy represents.

(d) In our opinion, the present value of the Bond Insurance Premium is less than the present value of the interest on the Bonds reasonably expected to be saved as a result of the Bond Insurance Policy. In making this determination present values were computed by using the yield on the Bonds (determined with regard to the Bond Insurance Premium) as the discount rate.]

3. ***Defined Terms.***

(a) "Maturity" means Bonds with the same credit and payment terms. Bonds with different maturity dates, or Bonds with the same maturity date but different stated interest rates, are treated as separate Maturities.

(b) "Public" means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term "related party" for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(c) "Sale Date" means the first day on which there is a binding contract in writing for the sale of a Maturity of the Bonds. The Sale Date of the Bonds is June 13, 2022.

(d) "Underwriter" means (i) any person that agrees pursuant to a written contract with the District (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the Public).

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents _____'s interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. _____ understands that the foregoing information will be relied upon by the District with respect to certain of the representations set forth in the Tax Exemption Certificate and compliance with the federal income tax rules affecting the Bonds, and by Quarles & Brady LLP, Bond Counsel, in connection with rendering its opinion that the interest on the Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G and other federal income tax advice that it may give to the District from time to time relating to the Bonds.

_____

By:_____

Name:_____
Dated: July 6, 2022

SCHEDULE A
TO
UNDERWRITER'S CERTIFICATE

EXPECTED OFFERING PRICES

(See Attached)

SCHEDULE B
TO
UNDERWRITER'S CERTIFICATE

COPY OF UNDERWRITER'S BID

(See Attached)

EXHIBIT B

Bid Tabulation

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

Wausau School District
$99,990,000 General Obligation School Building and Facility Improvement Bonds, Series 2022
Sale Date: June 13, 2022

	Bidder	Firm	TIC*	Time	Gross Interest*	+ Discount/ (Premium)*	Total Interest*	Bid No.	Cumulative Improvement
1st	JPMO-JM	JP Morgan	3.893578%	11:08:50 am	$47,306,396.44	(3,133,444.84)	$44,172,951.60	10	0.150628%
2nd	CITI-ML	Citigroup	3.921011%	11:07:12 am	$46,939,297.92	(2,641,128.65)	$44,298,169.27	6	0.117188%
3rd	MERR-AM	BofA	3.945246%	11:03:18 am	$46,147,545.14	(1,764,776.15)	$44,382,768.99	4	0.050149%
4th	HILL-PD	Hilltop	4.053063%	11:10:02 am	$52,292,697.22	(5,276,341.70)	$47,016,355.52	8	0.085815%
5th	WELL-RW	Wells Fargo	4.089371%	11:07:37 am	$46,939,297.92	(1,214,971.80)	$45,724,326.12	6	0.272199%
6th	RWBA-DK	Robert Baird	4.130964%	11:00:21 am	$47,975,571.35	(1,585,879.36)	$46,389,691.99	2	0.120090%
7th	RAYM-RS	Raymond James	4.594905%	11:00:44 am	$51,169,084.03	(0.00)	$51,169,084.03	2	0.057752%
							Total Bids:	**38**	

SOURCE: MUNIAUCTION

*Note: After adjusting par amounts, the final statistics are as follows:
TIC: 3.894627%
Gross Interest: $46,956,358.16
Discount/(Premium): ($3,088,345.94)
Total Interest: $43,868,012.22

EXHIBIT C

Winning Bid

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

OFFICIAL BID FORM

School Board
Wausau School District
Marathon County, Wisconsin

June 13, 2022

Ladies and Gentlemen:

Subject to all the provisions of the Official Notice of Sale, which is expressly made a part of this bid, we offer to purchase the General Obligation School Building and Facility Improvement Bonds, Series 2022 (the "Bonds") as described below:

Par amount of Bonds:	$99,990,000
Dated date:	Date of issuance
Purchase price:	$103,078,345.94

(not less than 100.0% and not more than 106.0% of the par amount of the Bonds)

The Bonds shall bear interest as follows (each rate (i) a multiple of 1/8 or 1/20 of 1% and (ii) not exceeding 5.0%):

Maturity (March 1)	Amount ($)	Rate (%)
2023	14,125,000	5.000
2024	2,250,000	5.000
2025	825,000	5.000
2026	2,575,000	5.000
2027	2,705,000	5.000
2028	2,845,000	5.000
2029	4,530,000	5.000
2030	4,765,000	5.000
2031	5,005,000	5.000
2032	3,610,000	5.000
2033	2,750,000	5.000
2034	2,870,000	4.000
2035	2,990,000	4.000
2036	6,080,000	4.000
2037	6,325,000	4.000
2038	6,585,000	4.000
2039	6,855,000	4.000
2040	7,130,000	4.000
2041	7,430,000	4.125
2042	7,740,000	4.125

Term bonds are not allowed.

The Bonds due on and after March 1, 2031 are subject to redemption prior to maturity, at the option of the District, in whole or in part, from maturities selected by the District and within each maturity by lot, in integral multiples of $5,000, on March 1, 2030 or on any date thereafter, at a redemption price of par plus accrued interest to the redemption date.

The Bonds are to be accompanied by the unqualified approving legal opinion of Quarles & Brady LLP, Milwaukee, Wisconsin, Bond Counsel, and a certificate evidencing that no litigation is pending against the District, which will affect the validity or security of these Bonds.

Attorneys' fees, Rating Agency fees, Financial Advisor fees, the cost of distributing the Official Notice of Sale, the Preliminary Official Statement and the final Official Statement and miscellaneous expenses of said District incurred in connection with the offering and delivery of the Bonds shall all be the obligation of the Underwriter. The total of these fees is $380,715.

If the net interest cost or the true interest cost stated below is incorrectly computed, the undersigned agrees that the purchase price and interest rates above shall prevail.

Net Interest Cost:	$43,868,012.22
True Interest Cost:	3.894627%

This bid is a firm offer for the purchase of the Bonds identified in the Official Notice of Sale, on the terms set forth in this bid form and the Official Notice of Sale, and is not subject to any conditions, except as permitted by the Official Notice of Sale. If the Competitive Sale Requirements are not met, the bidder selects the following rule to establish the issue price of maturities of the Bonds for which 10% is not sold to the Public on the date hereof applied on a maturity-by-maturity basis (mark one):

_____ 10% Test: the first price at which 10% of a maturity of the Bonds is sold to the Public for the following maturities: _____

_____ Hold-the-Offering-Price Rule: the initial offering price of that maturity for the following maturities: _____

By submitting this bid, we confirm that we have an established industry reputation for underwriting new issuances of municipal bonds. *[If the bidder cannot confirm an established industry reputation for underwriting new issuances of municipal bonds, the preceding sentence should be crossed out.]*

We understand that if we are the winning bidder that we will deposit with the District not later than 3:30 P.M. Central Daylight Saving Time on the sale date a certified or cashier's check or wire transfer in the amount of $999,900 payable to said District as a guarantee of good faith, to be applied in accordance with the Official Notice of Sale.

Jaclyn Mischler

Managing Underwriter Signature

Name of Firm: J.P. Morgan Securities LLC

Direct Contact: Jaclyn Mischler

Address: 383 Madison Ave, New York, NY 10017

Phone Number: 212-834-7155

E-Mail Address: jaclyn.r.mischler@jpmorgan.com

—PLEASE ATTACH A LIST OF ACCOUNT MEMBERS—

The foregoing offer is hereby accepted this 13th day of June, 2022 by the School Board of Wausau School District, Marathon County, Wisconsin, and in recognition therefore is signed by the official of the District empowered and authorized to make such acceptance.

President, School Board
Wausau School District
Marathon County, Wisconsin

EXHIBIT D-1

Pricing Summary

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

Wausau School District

$99,990,000 - FINAL

General Obligation School Building and Facility Improvement Bonds, Series 2022

Dated/Close: July 6, 2022

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price		YTM	Call Date	Call Price	Dollar Price
03/01/2023	Serial Coupon	5.000%	1.850%	14,125,000.00	102.032%		-	-	-	14,412,020.00
03/01/2024	Serial Coupon	5.000%	2.220%	2,250,000.00	104.484%		-	-	-	2,350,890.00
03/01/2025	Serial Coupon	5.000%	2.440%	825,000.00	106.534%		-	-	-	878,905.50
03/01/2026	Serial Coupon	5.000%	2.580%	2,575,000.00	108.381%		-	-	-	2,790,810.75
03/01/2027	Serial Coupon	5.000%	2.660%	2,705,000.00	110.173%		-	-	-	2,980,179.65
03/01/2028	Serial Coupon	5.000%	2.810%	2,845,000.00	111.369%		-	-	-	3,168,448.05
03/01/2029	Serial Coupon	5.000%	2.990%	4,530,000.00	112.040%		-	-	-	5,075,412.00
03/01/2030	Serial Coupon	5.000%	3.080%	4,765,000.00	112.997%		-	-	-	5,384,307.05
03/01/2031	Serial Coupon	5.000%	3.180%	5,005,000.00	112.272%	c	3.354%	03/01/2030	100.000%	5,619,213.60
03/01/2032	Serial Coupon	5.000%	3.290%	3,610,000.00	111.481%	c	3.582%	03/01/2030	100.000%	4,024,464.10
03/01/2033	Serial Coupon	5.000%	3.370%	2,750,000.00	110.910%	c	3.748%	03/01/2030	100.000%	3,050,025.00
03/01/2034	Serial Coupon	4.000%	3.650%	2,870,000.00	102.314%	c	3.753%	03/01/2030	100.000%	2,936,411.80
03/01/2035	Serial Coupon	4.000%	3.740%	2,990,000.00	101.712%	c	3.828%	03/01/2030	100.000%	3,041,188.80
03/01/2036	Serial Coupon	4.000%	3.840%	6,080,000.00	101.048%	c	3.900%	03/01/2030	100.000%	6,143,718.40
03/01/2037	Serial Coupon	4.000%	3.940%	6,325,000.00	100.388%	c	3.964%	03/01/2030	100.000%	6,349,541.00
03/01/2038	Serial Coupon	4.000%	4.030%	6,585,000.00	99.649%		-	-	-	6,561,886.65
03/01/2039	Serial Coupon	4.000%	4.060%	6,855,000.00	99.274%		-	-	-	6,805,232.70
03/01/2040	Serial Coupon	4.000%	4.110%	7,130,000.00	98.624%		-	-	-	7,031,891.20
03/01/2041	Serial Coupon	4.125%	4.190%	7,430,000.00	99.159%		-	-	-	7,367,513.70
03/01/2042	Serial Coupon	4.125%	4.220%	7,740,000.00	98.735%		-	-	-	7,642,089.00
Total	-	-	-	**$99,990,000.00**	-	-	-	-	-	**$103,614,148.95**

Bid Information

Par Amount of Bonds	$99,990,000.00
Reoffering Premium or (Discount)	3,624,148.95
Gross Production	$103,614,148.95
Total Underwriter's Discount (0.536%)	$(535,803.01)
Bid (103.089%)	103,078,345.94
Total Purchase Price	$103,078,345.94
Bond Year Dollars	$1,108,011.25
Average Life	11.081 Years
Average Coupon	4.2378954%
Net Interest Cost (NIC)	3.9591667%
True Interest Cost (TIC)	3.8946273%

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

Wausau School District

$99,990,000 - FINAL

General Obligation School Building and Facility Improvement Bonds, Series 2022

Dated/Close: July 6, 2022

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Total
07/06/2022	-	-	-	-	-
03/01/2023	14,125,000.00	5.000%	2,923,408.16	17,048,408.16	-
09/01/2023	-	-	1,886,081.25	1,886,081.25	18,934,489.41
03/01/2024	2,250,000.00	5.000%	1,886,081.25	4,136,081.25	-
09/01/2024	-	-	1,829,831.25	1,829,831.25	5,965,912.50
03/01/2025	825,000.00	5.000%	1,829,831.25	2,654,831.25	-
09/01/2025	-	-	1,809,206.25	1,809,206.25	4,464,037.50
03/01/2026	2,575,000.00	5.000%	1,809,206.25	4,384,206.25	-
09/01/2026	-	-	1,744,831.25	1,744,831.25	6,129,037.50
03/01/2027	2,705,000.00	5.000%	1,744,831.25	4,449,831.25	-
09/01/2027	-	-	1,677,206.25	1,677,206.25	6,127,037.50
03/01/2028	2,845,000.00	5.000%	1,677,206.25	4,522,206.25	-
09/01/2028	-	-	1,606,081.25	1,606,081.25	6,128,287.50
03/01/2029	4,530,000.00	5.000%	1,606,081.25	6,136,081.25	-
09/01/2029	-	-	1,492,831.25	1,492,831.25	7,628,912.50
03/01/2030	4,765,000.00	5.000%	1,492,831.25	6,257,831.25	-
09/01/2030	-	-	1,373,706.25	1,373,706.25	7,631,537.50
03/01/2031	5,005,000.00	5.000%	1,373,706.25	6,378,706.25	-
09/01/2031	-	-	1,248,581.25	1,248,581.25	7,627,287.50
03/01/2032	3,610,000.00	5.000%	1,248,581.25	4,858,581.25	-
09/01/2032	-	-	1,158,331.25	1,158,331.25	6,016,912.50
03/01/2033	2,750,000.00	5.000%	1,158,331.25	3,908,331.25	-
09/01/2033	-	-	1,089,581.25	1,089,581.25	4,997,912.50
03/01/2034	2,870,000.00	4.000%	1,089,581.25	3,959,581.25	-
09/01/2034	-	-	1,032,181.25	1,032,181.25	4,991,762.50
03/01/2035	2,990,000.00	4.000%	1,032,181.25	4,022,181.25	-
09/01/2035	-	-	972,381.25	972,381.25	4,994,562.50
03/01/2036	6,080,000.00	4.000%	972,381.25	7,052,381.25	-
09/01/2036	-	-	850,781.25	850,781.25	7,903,162.50
03/01/2037	6,325,000.00	4.000%	850,781.25	7,175,781.25	-
09/01/2037	-	-	724,281.25	724,281.25	7,900,062.50
03/01/2038	6,585,000.00	4.000%	724,281.25	7,309,281.25	-
09/01/2038	-	-	592,581.25	592,581.25	7,901,862.50
03/01/2039	6,855,000.00	4.000%	592,581.25	7,447,581.25	-
09/01/2039	-	-	455,481.25	455,481.25	7,903,062.50
03/01/2040	7,130,000.00	4.000%	455,481.25	7,585,481.25	-
09/01/2040	-	-	312,881.25	312,881.25	7,898,362.50
03/01/2041	7,430,000.00	4.125%	312,881.25	7,742,881.25	-
09/01/2041	-	-	159,637.50	159,637.50	7,902,518.75
03/01/2042	7,740,000.00	4.125%	159,637.50	7,899,637.50	-
09/01/2042	-	-	-	-	7,899,637.50
Total	**$99,990,000.00**	-	**$46,956,358.16**	**$146,946,358.16**	-

Yield Statistics

Bond Year Dollars	$1,108,011.25
Average Life	11.081 Years
Average Coupon	4.2378954%
DV01	76,089.80
Net Interest Cost (NIC)	3.9591667%
True Interest Cost (TIC)	3.8946273%
Bond Yield for Arbitrage Purposes	3.8104125%
All Inclusive Cost (AIC)	3.8946273%

IRS Form 8038

Net Interest Cost	3.8349678%
Weighted Average Maturity	10.905 Years

Optional Redemption

03/01/2030	@100.000%

EXHIBIT E

(Form of Bond)

UNITED STATES OF AMERICA

REGISTERED STATE OF WISCONSIN DOLLARS

MARATHON COUNTY

NO. R-___ WAUSAU SCHOOL DISTRICT $_____

GENERAL OBLIGATION SCHOOL BUILDING AND FACILITY IMPROVEMENT BOND, SERIES 2022

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
March 1, _____	July 6, 2022	____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS ($_____)

FOR VALUE RECEIVED, the Wausau School District, Marathon County, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2023 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by the District Clerk or the District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of $99,990,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying a portion of the cost of a school building and facility improvement project consisting of: district-wide safety and security, school updates, building infrastructure, capital maintenance and site improvements; remodeling at all middle and

high schools; construction of additions at Horace Mann and John Muir Middle Schools, West and East High Schools and Grant, Riverview, South Mountain and Stettin Elementary Schools; construction of a new School Forest Environmental Learning Center; and acquisition of furnishings, fixtures and equipment, as authorized by resolutions adopted on January 17, 2022 and June 13, 2022. The electors of the District approved the amount and purpose of the borrowing at a referendum election held on April 5, 2022. Said resolutions are recorded in the official minutes of the School Board for said dates.

The Bonds maturing on March 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity, by lot (as selected by the Depository), in integral multiples of $5,000, at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the District appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the

Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of $5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

COPY

IN WITNESS WHEREOF, the Wausau School District, Marathon County, Wisconsin, by its governing body, having no official or corporate seal, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified District President and District Clerk, all as of the original date of issue specified above.

WAUSAU SCHOOL DISTRICT
MARATHON COUNTY, WISCONSIN

By: _____
James Bouché
District President

By: _____
Karen Vandenberg
District Clerk

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

_____

(Name and Address of Assignee)

_____

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

_____ _____

(e.g. Bank, Trust Company or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

_____

(Authorized Officer)

COPY

MEMO

TO: Education/Operations Committee of the Whole
FROM: Bob Tess, Chief Finance and Business Services Officer
DATE: June 13, 2022

RE: Issue $99,990,000 G.O. School Building and Improvement Bonds

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On April 5 the WSD voters passed a referendum to give the Board authority to issue general obligation (G.O.) bonds in an amount not to exceed $119,800,000 for the public purpose of paying the cost of a school building and facility improvement project consisting of: district-wide safety and security, school updates, building infrastructure, capital maintenance and site improvements; remodeling at all middle and high schools; construction of additions at Horace Mann and John Muir Middle Schools, West and East High Schools and Grant, Riverview, South Mountain and Stettin Elementary Schools; construction of a new School Forest Environmental Learning Center; and acquisition of furnishings, fixtures and equipment.

Administration is recommending issue of bonds in the amount of $99,990,000 for the first phase of this borrowing, it is anticipated that a tax rate decrease of $43 per $100,000 of equalized value will be achieved as stated prior to the referendum vote.

The competitive sale of the GO school building and improvement bonds is scheduled to take place on June 13, 2022. Since final documents will not be available when BoardBook is released, you will find attached to this memo a draft copy of the Board resolution authorizing issuance and sale of the GO bonds. On the evening of June 13, BoardBook will include the final resolution including all exhibits developed earlier in the day following the competitive sale. All necessary signatures from the Board President and Clerk will be requested the evening of the meeting.

Motion: APPROVE A RESOLUTION AWARDING THE SALE OF $99,990,000 GENERAL OBLIGATION SCHOOL BUILDING AND IMPROVEMENT BONDS, SERIES 2022.

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF $99,990,000
GENERAL OBLIGATION SCHOOL BUILDING AND FACILITY IMPROVEMENT
BONDS, SERIES 2022

WHEREAS, on January 17, 2022, the School Board of the Wausau School District, Marathon County, Wisconsin (the "District") adopted an initial resolution (the "Initial Resolution") authorizing the issuance of general obligation bonds in an amount not to exceed $119,800,000 for the public purpose of paying the cost of a school building and facility improvement project consisting of: district-wide safety and security, school updates, building infrastructure, capital maintenance and site improvements; remodeling at all middle and high schools; construction of additions at Horace Mann and John Muir Middle Schools, West and East High Schools and Grant, Riverview, South Mountain and Stettin Elementary Schools; construction of a new School Forest Environmental Learning Center; and acquisition of furnishings, fixtures and equipment (the "Project");

WHEREAS, on January 17, 2022, the School Board also adopted a resolution providing for a referendum election (the "Referendum") on the proposition of whether the Initial Resolution should be approved;

WHEREAS, the Referendum was held on April 5, 2022 in the District in which 6,412 votes were cast "YES" for approval and 4,360 votes were cast "NO" for rejection of the Initial Resolution;

WHEREAS, the Board of Canvassers duly reported the aforesaid results to the District Clerk who has made said results public;

WHEREAS, the School Board hereby finds and determines that the Project is within the District's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, school districts are authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and to issue general obligation bonds for public purposes such as the Project;

WHEREAS, the District has directed PMA Securities, LLC ("PMA") to take the steps necessary to sell a portion of the general obligation bonds authorized by the Initial Resolution and the Referendum to pay a portion of the cost of the Project and to be designated as "General Obligation School Building and Facility Improvement Bonds, Series 2022" (the "Bonds");

WHEREAS, PMA, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on June 13, 2022;

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WHEREAS, the District Clerk (in consultation with PMA) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on June 13, 2022;

WHEREAS, the District has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. PMA has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

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

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The School Board hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Official Notice of Sale and any other offering materials prepared and circulated by PMA are hereby ratified and approved in all respects. All actions taken by officers of the District and PMA in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Award of the Bonds. For the purpose of paying a portion of the cost of the Project, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of NINETY-NINE MILLION NINE HUNDRED NINETY THOUSAND DOLLARS ($99,990,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal [(as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein)], plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The District President and District Clerk or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation School Building and Facility Improvement Bonds, Series 2022"; shall be issued in the aggregate principal amount of $99,990,000; shall be dated July 6, 2022; shall be in the denomination of $5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on March 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on March 1 and September 1 of

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each year commencing on March 1, 2023. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on March 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity, by lot (as selected by DTC (defined herein)), in integral multiples of $5,000, at the principal amount thereof, plus accrued interest to the date of redemption.

[If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the District shall direct.]

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2022 through 2041 for the payments due in the years 2023 through 2042 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

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Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation School Building and Facility Improvement Bonds, Series 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Bonds; (ii) any premium which may be received by the District above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the School Board directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium and accrued interest which must be

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paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District Clerk or other officer of the District charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the District President and District Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but,

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unless the District has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 11. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the District Clerk or the District Treasurer (the "Fiscal Agent").

Section 12. Persons Treated as Owners; Transfer of Bonds. The District shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond 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 Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the District President and District Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The District shall cooperate in any such transfer, and the District President and District Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the District at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the District Clerk or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf

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of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District Clerk's office.

Section 15. Official Statement. The School Board hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The District Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 16. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the District President and District Clerk, or other officer of the District charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 17. Record Book. The District Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The District President and District Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the District President and District Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

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Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded June 13, 2022.

_____
James Bouché
District President

ATTEST:

_____
Karen Vandenberg
District Clerk

DRAFT

EXHIBIT A

Official Notice of Sale

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

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[EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on March 1, ____, ____ and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on March 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on March 1, ____

Redemption Date	Amount
____	$_____
____	_____
____	_____ (maturity)

For the Term Bonds Maturing on March 1, ____

Redemption Date	Amount
____	$_____
____	_____
____	_____ (maturity)

For the Term Bonds Maturing on March 1, ____

Redemption Date	Amount
____	$_____
____	_____
____	_____ (maturity)

For the Term Bonds Maturing on March 1, ____

Redemption Date	Amount
____	$_____
____	_____
____	_____ (maturity)]

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EXHIBIT E

(Form of Bond)

UNITED STATES OF AMERICA

REGISTERED STATE OF WISCONSIN DOLLARS

MARATHON COUNTY

NO. R-___ WAUSAU SCHOOL DISTRICT $_____

GENERAL OBLIGATION SCHOOL BUILDING AND FACILITY IMPROVEMENT BOND, SERIES 2022

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
March 1, _____	July 6, 2022	____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS ($_____)

FOR VALUE RECEIVED, the Wausau School District, Marathon County, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2023 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by the District Clerk or the District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of $99,990,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying a portion of the cost of a school building and facility improvement project consisting of: district-wide safety and security, school updates, building infrastructure, capital maintenance and site improvements; remodeling at all middle and

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high schools; construction of additions at Horace Mann and John Muir Middle Schools, West and East High Schools and Grant, Riverview, South Mountain and Stettin Elementary Schools; construction of a new School Forest Environmental Learning Center; and acquisition of furnishings, fixtures and equipment, as authorized by resolutions adopted on January 17, 2022 and June 13, 2022. The electors of the District approved the amount and purpose of the borrowing at a referendum election held on April 5, 2022. Said resolutions are recorded in the official minutes of the School Board for said dates.

The Bonds maturing on March 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the District, on March 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity, by lot (as selected by the Depository), in integral multiples of $5,000, at the principal amount thereof, plus accrued interest to the date of redemption.

[The Bonds maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolutions referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the District appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the

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Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of $5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

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IN WITNESS WHEREOF, the Wausau School District, Marathon County, Wisconsin, by its governing body, having no official or corporate seal, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified District President and District Clerk, all as of the original date of issue specified above.

WAUSAU SCHOOL DISTRICT
MARATHON COUNTY, WISCONSIN

By: _____
James Bouché
District President

By: _____
Karen Vandenberg
District Clerk

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

_____

(Name and Address of Assignee)

_____

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

_____ _____

(e.g. Bank, Trust Company or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

_____

(Authorized Officer)

DRAFT

MEMO

TO: Education/Operations Committee of the Whole
FROM: Bob Tess, Chief Finance and Business Services Officer
DATE: May 23, 2022

RE: Issue $99,990,000 G.O. School Building and Improvement Bonds

---

On April 7 the WSD voters passed a referendum to give the Board authority to issue general obligation (G.O.) bonds in an amount not to exceed $119,800,000 for the public purpose of paying the cost of a school building and facility improvement project consisting of: district-wide safety and security, school updates, building infrastructure, capital maintenance and site improvements; remodeling at all middle and high schools; construction of additions at Horace Mann and John Muir Middle Schools, West and East High Schools and Grant, Riverview, South Mountain and Stettin Elementary Schools; construction of a new School Forest Environmental Learning Center; and acquisition of furnishings, fixtures and equipment.

Administration is recommending issue of bonds in the amount of $99,990,000 for the first phase of this borrowing, it is anticipated that a tax rate decrease of $43 per $100,000 of equalized value will be achieved as stated prior to the referendum vote.

Administration suggests a motion to recommend that the Board approve issuance and sale of $99,990,000 general obligation school building and improvement bonds. Administration would then work with PMA Securities Inc. to prepare the appropriate offering documents, conduct the Moody's rating call in association with the issue and conduct the competitive sale. Pending Committee approval, the competitive bond sale will be conducted on June 13 and all final documents will be presented at the Board meeting on that date. The balance of the full $119,800,000 referendum-approved debt issue will be conducted at a later date as market conditions warrant.

Motion: Recommend to the Board A RESOLUTION AWARDING THE SALE OF $99,990,000 GENERAL OBLIGATION SCHOOL BUILDING AND IMPROVEMENT BONDS, SERIES 2022A.

PMA™ SECURITIES

Wausau School District
Referendum Financing Plan
Total Borrowing: $119,800,000

May 23, 2022

Erik Kass
Director, Public Finance
PMA Securities, LLC.

Referendum Financing Plan Outline

- The Financing Plan is focused on the following goals:
  - Minimize Interest Rate Risk
  - Provide flexibility for tax levy and mill rate management moving forward
  - Meet construction spending timelines

Interest Rate Environment

HISTORICAL INTEREST RATE COMPARISON

MMD "AAA" G.O. Bond Index, 20-Year Maturity

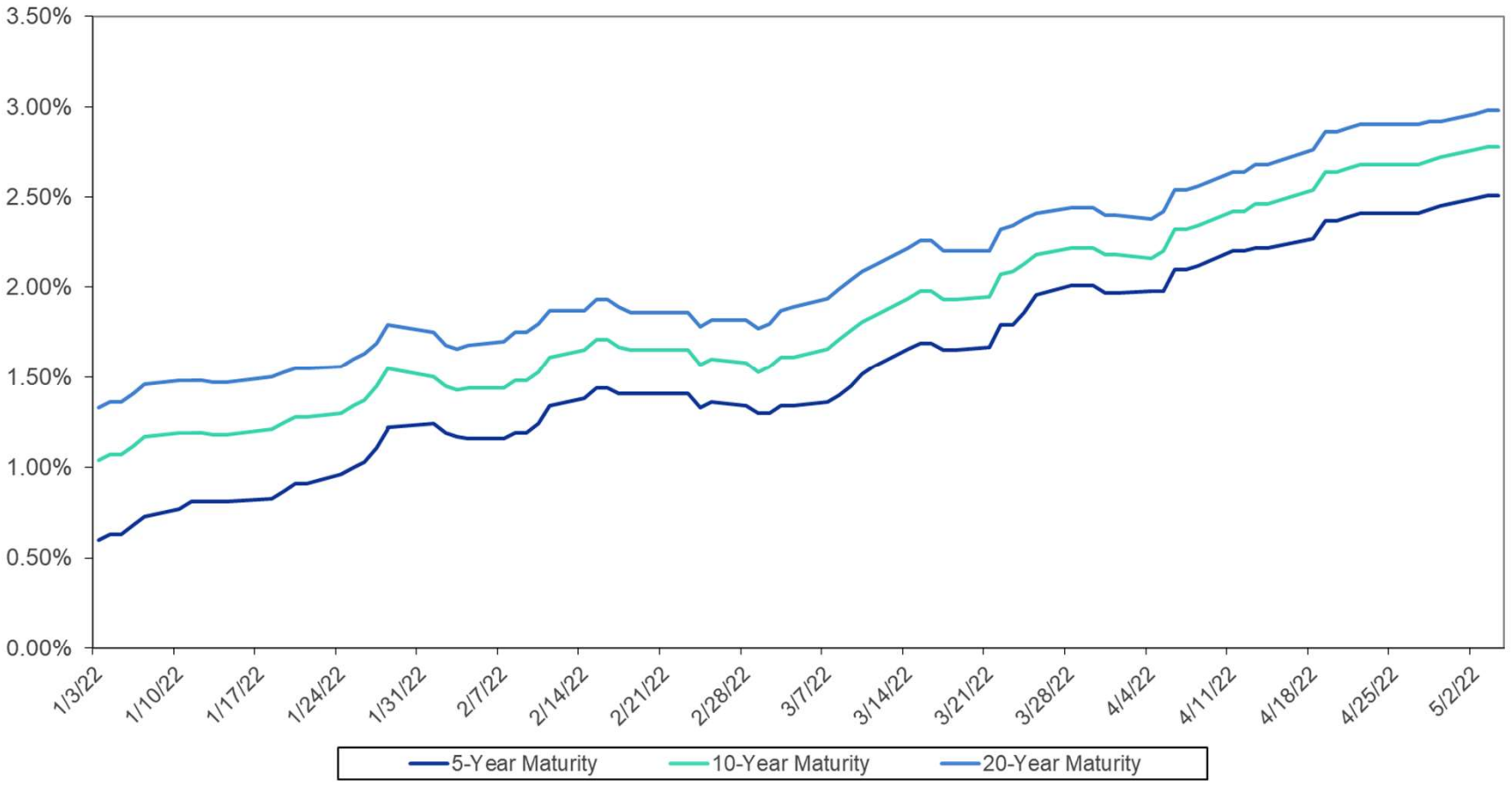
20 Year History



REFINITIV MMD yield for a General Obligation AAA rated, 20-year maturity (5.00% coupon).

Interest Rate Environment

HISTORICAL INTEREST RATE COMPARISON
MMD "AAA" G.O. Bond Indices
Current Year - 2022



REFINITIV MMD yields for General Obligation AAA rated, 5-, 10-, and 20-year maturities (5.00% coupons).

Wausau School District

SPRING, 2022 REFERENDUM EXAMPLE FINANCING PLAN

SCENARIO 2: $119,800,000 TOTAL / 22-YEAR OVERALL AMORTIZATION / NO DEFEASANCE - ADD'L LEVY APPLIED IN 2023

LEVY YEAR	YEAR DUE	FUND 39 EXISTING DEBT SERVICE	ENERGY EFF. EXISTING DEBT SERVICE (A)	FUND 39/EE NET EXISTING DEBT SERVICE	$99,990,000 G.O. SCHOOL BUILDING BONDS Dated July 6, 2022 (First interest 3/1/23) PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) EST. AIC= 4.02%	$9,905,000 G.O. SCHOOL BUILDING BONDS Dated July 1, 2023 (First interest 3/1/24) PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) EST. AVG= 4.00%	$9,905,000 G.O. SCHOOL BUILDING BONDS Dated July 1, 2024 (First interest 3/1/25) PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) EST. AVG= 4.25%	LESS: ADDITIONAL LEVY APPLIED	LESS: EST. REOFFERING PREMIUM	FUND 39 DEBT LEVY EXISTING PLUS NEW	FUND 39/EE DEBT LEVY EXISTING PLUS NEW	STATE AID IMPACT OVER BASE YEAR (FY 2020-21) (B)	FUND 39/EE COMBINED COST (Factoring Aid)	FUND 39/EE COMBINED MILL RATE (C)	YEAR DUE
2021	2022	$538,113	$2,109,168	$12,897,281									$10,788,113	$12,897,281		$12,897,281	**$2.80**	2022
2022	2023	$538,113	$2,105,768	$2,643,881	$13,300,000	$4,794,710					($10,250,000)	($2,229,998)	$6,152,824	$8,258,592	$2,628,576	$10,887,169	**$2.36**	2023
2023	2024	$2,371,113	$2,110,493	$4,481,606	$2,250,000	$3,726,450		$462,233					$8,809,796	$10,920,289	($46,264)	$10,874,025	$2.36	2024
2024	2025	$2,369,738	$2,108,593	$4,478,331	$800,000	$3,650,200		$396,200		$491,123			$7,707,260	$9,815,853	$1,063,637	$10,879,491	$2.36	2025
2025	2026	$706,113	$1,066,218	$1,772,331	$2,655,000	$3,563,825	$70,000	$394,800	$45,000	$420,006			$7,854,744	$8,920,962	$1,283,870	$10,204,832	$2.21	2026
2026	2027	$706,088	$1,068,201	$1,774,288	$2,790,000	$3,427,700	$70,000	$392,000	$50,000	$417,988			$7,853,775	$8,921,976	$1,416,193	$10,338,168	$2.24	2027
2027	2028	$1,773,113		$1,773,113	$2,935,000	$3,284,575	$75,000	$389,100	$50,000	$415,863			$8,922,650	$8,922,650	$1,415,841	$10,338,491	$2.24	2028
2028	2029	$270,913		$270,913	$4,625,000	$3,095,575	$75,000	$386,100	$55,000	$413,631			$8,921,219	$8,921,219	$1,414,135	$10,335,354	$2.24	2029
2029	2030	$270,913		$270,913	$4,865,000	$2,858,325	$80,000	$383,000	$50,000	$411,400			$8,918,638	$8,918,638	$1,410,549	$10,329,187	$2.24	2030
2030	2031	$270,913		$270,913	$5,085,000	$2,635,000	$85,000	$379,700	$55,000	$409,169			$8,919,781	$8,919,781	$1,409,896	$10,329,677	$2.24	2031
2031	2032	$1,885,475		$1,885,475	$3,645,000	$2,460,400	$90,000	$376,200	$55,000	$406,831			$8,918,906	$8,918,906	$1,413,453	$10,332,359	$2.24	2032
2032	2033	$2,902,775		$2,902,775	$2,760,000	$2,332,300	$85,000	$372,700	$65,000	$404,281			$8,922,056	$8,922,056	$1,415,203	$10,337,259	$2.24	2033
2033	2034	$2,907,150		$2,907,150	$2,865,000	$2,219,800	$95,000	$369,100	$60,000	$401,625			$8,917,675	$8,917,675	$1,414,746	$10,332,421	$2.24	2034
2034	2035	$2,904,394		$2,904,394	$2,985,000	$2,102,800	$100,000	$365,200	$65,000	$398,969			$8,921,363	$8,921,363	$1,414,954	$10,336,316	$2.24	2035
2035	2036				$6,070,000	$1,921,700	$100,000	$361,200	$70,000	$396,100			$8,919,000	$8,919,000	$1,413,551	$10,332,551	$2.24	2036
2036	2037				$6,330,000	$1,665,788	$100,000	$357,200	$75,000	$393,019			$8,921,006	$8,921,006	$1,409,712	$10,330,718	$2.24	2037
2037	2038				$6,600,000	$1,391,025	$110,000	$353,000	$75,000	$389,831			$8,918,856	$8,918,856	$1,406,796	$10,325,652	$2.24	2038
2038	2039				$6,890,000	$1,104,363	$110,000	$348,600	$80,000	$386,538			$8,919,500	$8,919,500	$1,406,071	$10,325,571	$2.24	2039
2039	2040				$7,190,000	$805,163	$115,000	$344,100	$80,000	$383,138			$8,917,400	$8,917,400	$1,404,747	$10,322,147	$2.24	2040
2040	2041				$7,500,000	$493,000	$125,000	$339,300	$80,000	$379,738			$8,917,038	$8,917,038	$1,403,909	$10,320,947	$2.24	2041
2041	2042				$7,850,000	$166,813	$130,000	$334,200	$85,000	$376,231			$8,942,244	$8,942,244	$1,402,679	$10,344,923	$2.24	2042
2042	2043						$8,290,000	$165,800	$90,000	$372,513			$8,918,313	$8,918,313	$1,396,388	$10,314,701	$2.24	2043
2043	2044								$8,720,000	$185,300			$8,905,300	$8,905,300	$1,401,642	$10,306,942	$2.24	2044
2044	2045														$1,400,766	$1,400,766		2045
		$20,414,919	$10,568,441	$41,233,359	$99,990,000	$47,699,510	$9,905,000	$7,269,733	$9,905,000	$7,853,292	($10,250,000)	($2,229,998)	$200,807,456	$211,375,896	$31,701,052	$243,076,948	***IMPACT ($0.44)***	

(A) Net of expected energy savings, which is assumed constant at $78,717.

(B) State aid impact based on prior fiscal year incremental expenditure over base year (FY 2020-21) at the following aid levels (2021-22 October certification):
Tertiary Aid Percentage..... 19.15%

(C) Mill rate based on 2021 Equalized Valuation (TID-OUT) of $4,608,399,274 with annual growth of 0.00%.

NOTES: Example financing scenarios could be impacted by other variables, such as significant market or statutory changes, which may necessitate adjustments to the financing plans.

Mill rate may remain unchanged or decline in upcoming years if referendum not approved.

Scenarios where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the investment manager of the debt proceeds.

PMA™ SECURITIES

Wausau School District
SPRING, 2022 REFERENDUM MILL RATE

LEVY YEAR	YEAR DUE	FUND 39/EE COMBINED COST *(Factoring Aid)*	FUND 39/EE COMBINED MILL RATE *(C)*	YEAR DUE
2021	2022	$12,897,281	**$2.80**	2022
2022	2023	$10,887,169	**$2.36**	2023
2023	2024	$10,874,025	$2.36	2024
2024	2025	$10,879,491	$2.36	2025
2025	2026	$10,204,832	$2.21	2026
2026	2027	$10,338,168	$2.24	2027
2027	2028	$10,338,491	$2.24	2028
2028	2029	$10,335,354	$2.24	2029
2029	2030	$10,329,187	$2.24	2030
2030	2031	$10,329,677	$2.24	2031
2031	2032	$10,332,359	$2.24	2032
2032	2033	$10,337,259	$2.24	2033
2033	2034	$10,332,421	$2.24	2034
2034	2035	$10,336,316	$2.24	2035
2035	2036	$10,332,551	$2.24	2036
2036	2037	$10,330,718	$2.24	2037
2037	2038	$10,325,652	$2.24	2038
2038	2039	$10,325,571	$2.24	2039
2039	2040	$10,322,147	$2.24	2040
2040	2041	$10,320,947	$2.24	2041
2041	2042	$10,344,923	$2.24	2042
2042	2043	$10,314,701	$2.24	2043
2043	2044	$10,306,942	$2.24	2044
2044	2045	$1,400,766		2045
		$243,076,948	***IMPACT ($0.44)***	

See Prior Slide for Full Footnote

PMA™ SECURITIES

Future Financing Options

- The upcoming financing will lock in interest rates for 83% of the total debt issuance

- We will continue to monitor the interest rate environment and evaluate options:
  - 20-year Bank Qualified issue in 2023 and 2024
  - Issue shorter term notes with faster prepayment
  - Issue remaining amount in 2023

Disclosure

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

You should consider certain economic risks (and other legal, tax, and accounting consequences) prior to entering into any type of transaction with PMA Securities, LLC or PMA Financial Network, LLC. It is imperative that any prospective client perform its own research and due diligence, independent of us or our affiliates, to determine suitability of the proposed transaction with respect to the aforementioned potential economic risks and legal, tax, and accounting consequences. Our analyses are not and do not purport to be appraisals of the assets, or business of the Issuer or any other entity. PMA makes no representations as to the actual value which may be received in connection with a transaction nor the legal, tax, or accounting effects of consummating a transaction. PMA cannot be relied upon to provide legal, tax, or accounting advice. You should seek out independent and qualified legal, tax, and accounting advice from outside sources. This information has been prepared for informational and educational purposes and does not constitute a solicitation to purchase or sell securities, which may be done only after client suitability is reviewed and determined.

Securities, public finance and institutional brokerage services are offered through PMA Securities, LLC. PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB, and is a member of FINRA and SIPC. PMA Asset Management, LLC, an SEC registered investment adviser, provides investment advisory services to local government investment pools. All other products and services are provided by PMA Financial Network, LLC. PMA Financial Network, LLC, PMA Securities, LLC, and PMA Asset Management, LLC (collectively "PMA") are under common ownership. Securities and public finance services offered through PMA Securities, LLC are available in CA, CO, FL, IL, IN, IA, MI, MN, MO, NE, OH, OK, PA, SD, TX and WI. This document is not an offer of services available in any state other than those listed above, has been prepared for informational and educational purposes only and does not constitute a solicitation to purchase or sell securities, which may be done only after client suitability is reviewed and determined. All investments mentioned herein may have varying levels of risk, and may not be suitable for every investor. For more information, please visit us at www.pmanetwork.com. For institutional use only.

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v01.08.21

WAUSAU SCHOOL DISTRICT

School Board Update
Design Phase

May 23, 2022



Agenda

1. Project Team
2. Project Timelines
3. Design Process
4. Progress Update
5. Next Steps
6. Questions



nexus SOLUTIONS®

1

Project Team

Nexus Program Management Team

Russ Schumacher PE, LEED AP, CEM
Design Team Principal
rschumacher@nexussolutions.com

Brent Jones PE, LEED AP
Construction Team Principal
bjones@nexussolutions.com

Plan
Program Management/ Project Development

Sharon Gould PE, LEED AP, CEM
Program Manager
608.616.2871
sgould@nexussolutions.com
(Lead Contact through design phase Nov. '23)

Brian Winterle PE, LEED AP BD+C
Project Development Leader
bwinterle@nexussolutions.com

Steve Schonert
Client Executive
sschonert@nexussolutions.com

Design
Project Design Phase

Chuck Meoska PE, LEED AP
Design Manager
608.732.4765
cmeoska@nexussolutions.com
(Design Team Contact)

Andrew Denman
Sr. Designer
adenman@nexussolutions.com

Ben King DES-HVAC
Designer
bking@nexussolutions.com

Ryan Marks PE , LEED AP BD+C
Engineer
rmarks@nexussolutions.com

Build
Construction Phase

Todd Richter LEED GA
Sr. Project Manager
763.248.4214
trichter@nexussolutions.com

Nick Anderson
Site Project Manager
218.348.7784
nanderson@nexussolutions.com

(Construction Team Main Contacts)

Scott Karnowski
Project Superintendent
skarnowski@nexussolutions.com

Erik Radtke
Site Superintendent
eradtke@nexussolutions.com

Jane Balch
Project Coordinator
jbalch@nexussolutions.com

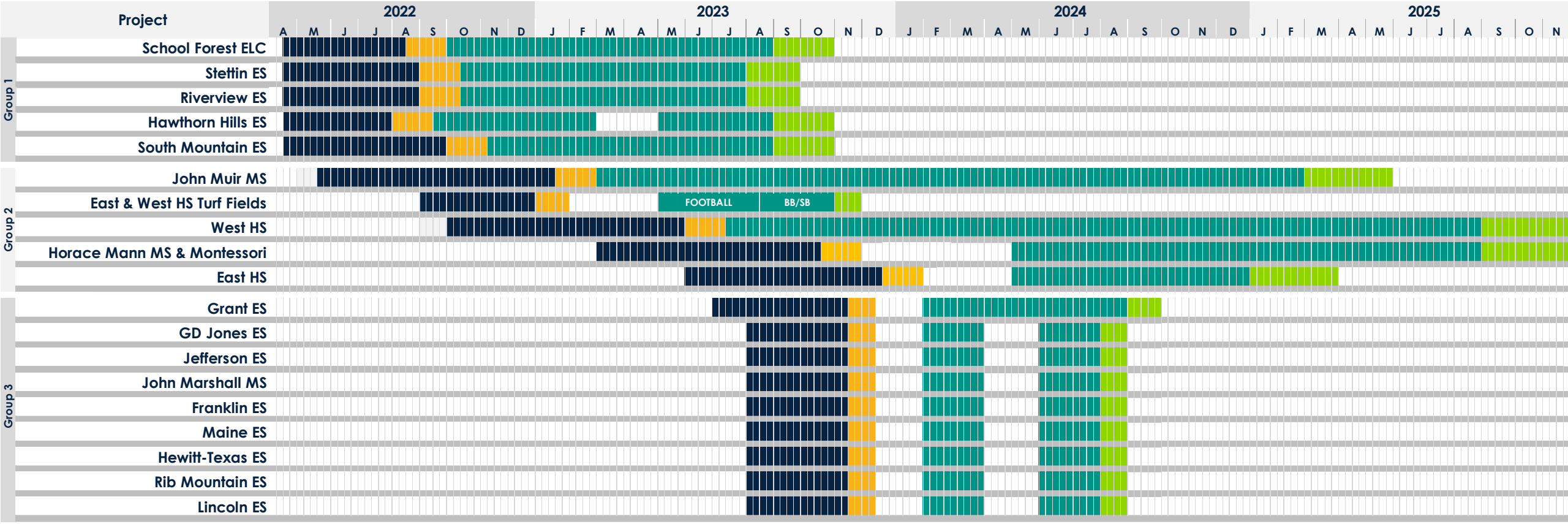
Mark Nichols
Project Coordinator
mnichols@nexussolutions.com

2

Project Timelines

Project Timelines

Design Phase
Bidding Phase
Construction Phase
Cx/Punchlist



Board Action Request



Motion 1:

Approve the referendum design, bidding and construction timeline as presented.



3

Design Process

nexus SOLUTIONS

Design Process

ROLE

MEMBERS & MEETINGS

School Board

- ✓ Approval for Bid Solicitation

- ✓ School Board Members
- ✓ **Meetings:** Project Milestone Updates

District Leadership Team

- ✓ Establish District vision, standards and equity
- ✓ Communicate with Community and Board
- ✓ Authorize budgets

- ✓ Longfellow Admin. Team, Select Administrators, Facilities Department
- ✓ **Meetings**: Every 3-4 weeks

Building Design Committee

School Specific

School Forest, West HS, East HS, John Muir MS, Horace Mann MS, Stettin ES, South Mountain ES, Riverview ES, etc.

- ✓ Identify building needs
- ✓ Advise design and core teams
- ✓ Communicate between user groups and teams

- ✓ Principal/Aps, School Staff Reps, Stakeholder (5-10 total members)
- ✓ **Meetings**: Every 2-3 weeks

User Groups

School Specific

Science, Food Service, Athletics, Theater, Special Ed, Tech Ed., Grade Teachers, Office Staff, H.S. Departments, Etc.

- ✓ Provide space and design input

- ✓ Members defined by Design Team
- ✓ **Meetings:** As needed

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District Leadership Team

Dr. Keith Hilts
Superintendent of Schools
715.261.0505
khilts@wausauschools.org

Bob Tess
Chief Finance and Business Services Officer
715.261.0515
rtess@wausauschools.org

Larry Cihlar
Director of Buildings & Grounds
715.302.0348
lcihlar@wausauschools.org

Cassie Peck
Administrative Assistant to Superintendent / Board Secretary / Deputy Clerk
715.261.0505
cpeck@wausauschools.org

Jon Euting
Director of Technology & Media Services
715.261.0561
jeuting@wausauschools.org

Diana White
Communications Coordinator
715.261.0556
dwhite@wausauschools.org

Link to full admin team: https://www.wausauschools.org/about-wsd/administrative-team-new

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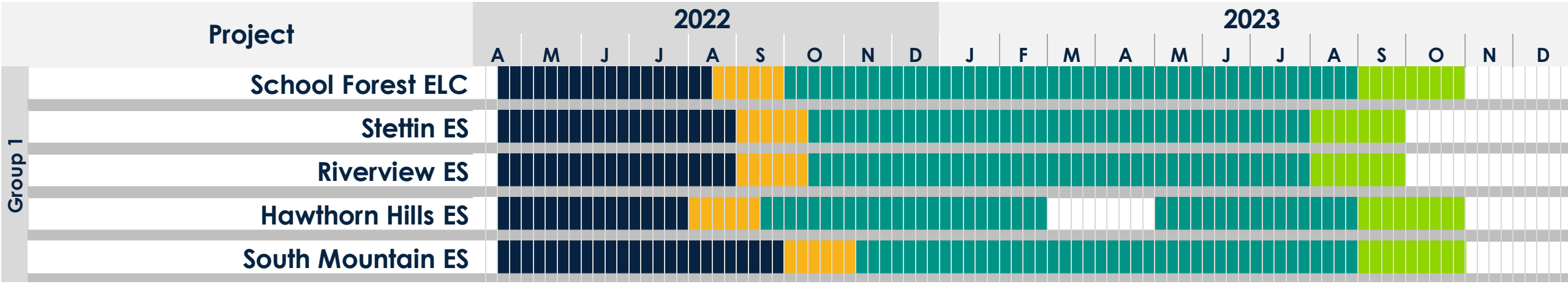
4

Progress Update

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Project Timelines

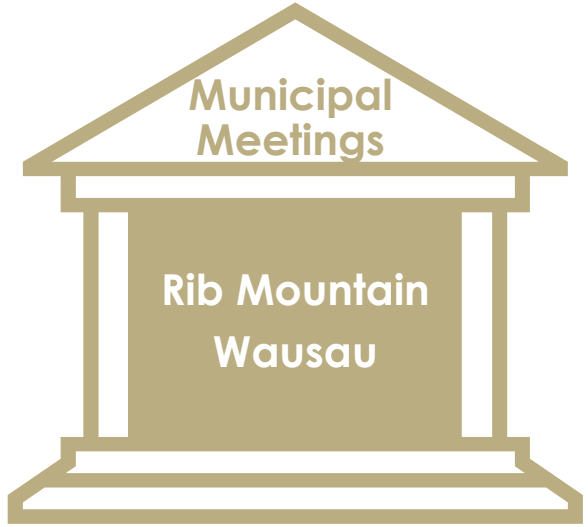
Design Phase
Bidding Phase
Construction Phase
Cx/Punchlist



Project Meetings



Team Meetings = **5**



Stettin Elementary	Riverview Elementary	Hawthorn Hills Elem.
Building Design Committee Meetings = **2** User Group Meetings = **1**	Building Design Committee Meetings = **2** User Group Meetings = **1**	Building Design Committee Meetings = **1**

South Mountain Elem.	John Muir Middle School	School Forest
Building Design Committee Meetings = **2** User Group Meetings = **2**	Building Design Committee Meetings = **1**	Building Design Committee Meetings = **2**

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5

Next Steps

Next Steps – Proposed Board Update Process

6-8 weeks

1 week

50%
Design Progress Update

95%
Design Progress Update

Project Bidding

Administrative Approval of Bids

Project Budget & Schedule Updates

School Board Approval for Bid Issuance

Administration Awards the Bids Assuming:

- ✓ Bids don't exceed site project budget by 10%
- ✓ The low bidders are accepted
- ✓ There are no bid abnormalities

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Board Action Request



Motion 2:

Approve the referendum bid approval process as presented.



6

Questions?

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Initial 2023-23 District Budget

Education/Operations Committee of the Whole
May 23, 2022



Our Mission . . . To advance student learning, achievement, and success.

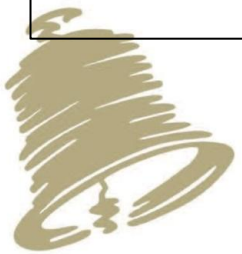
Highlights of the Initial 2023-23 District Budget

- Budget Calendar: The budget process started in November, 2021 and will develop over the next few months until ultimately approved in late October, 2022
- Basis of the Initial Budget: This version of the 2022-23 budget is built from the publicly presented assumptions as well as the initial approved budget reconciliation plan along with a few changes highlighted in subsequent slides.
- The Budget Will Continue to Change: Many significant factors that influence our budget including pupil count, private school voucher costs, final staffing plans, and the competitive bond sale will not be known until mid October.
- The Initial 2022-23 Budget by Fund: The initial District expense and revenue budgets for each fund are shown on a subsequent slide and are recommended for approval.
- **Recommended Motion: Motion: to recommend to the full Board, approval of the preliminary budgets as presented in order to proceed with 2022-23 expenditures committed to before final budgets are approved.**



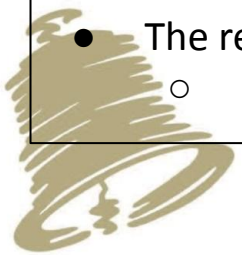
2022-2023 Budget Calendar

- May 23, Committee of the Whole
  - Committee approval of the initial 2022-2023 budget
- June 13, Board of Education
  - BOE approval of the initial 2022-2023 budget
- August 22, Committee of the Whole
  - Share equalized value
  - Set Annual Meeting date
  - Recommendation for 2022-2023 budget and tax levy
- September 12, Board of Education
  - Approve the 2022-2023 budget and tax levy for publication and presentation at Annual Meeting
- September 26, Board of Education and Committee of the Whole
  - Regularly scheduled Ed/Ops Committee meeting
  - Annual Meeting and Budget Hearing
- October 10, Board of Education
  - Full Board approvals from September Committee of the Whole
- October 24, Board of Education (Special Meeting)
  - Adopt final budget
  - Adopt District tax levy



Basis of the Initial Budget

- Budget assumptions presented in November, 2021 have been used to build the 2022-23 initial budget
  - One of the initial foundational assumptions built into the fiscal projection model was to increase all employee group wage/salaries by 2.3%.
  - Both health and dental insurance premiums for all group plans were assumed to remain flat for 2022-23 and this remains to be the case in the initial budget.
  - Most non-personnel expenses were initially assumed to remain flat for the 2022-23 initial budget.
  - District revenue, generally speaking, is assumed to remain flat under the 2022-23 initial budget.
- The budget reconciliation plan presented in April and approved in May, 2022 has been used to build the 2022-23 initial budget
  - The Nutritional Services group will receive a 6.23% increase.
  - The Administrative and Educational Support group will receive a 5.78% increase.
  - The Maintenance and Custodial group will receive a 4.82% increase.
  - The Teacher group will receive a 4.7% salary increase.
  - The Municipal group will receive a 4.57% increase.
  - The Administrative group will receive a 4.5% increase.
  - Non-personnel budgets district-wide have been reduced by 7%.
- The referendum debt service fund budget reflects
  - Debt issues coming on June 13 will dictate this budget



Basis of the Initial Budget (reconciliation plan approved in May)

Type	Brief Description	Request/Reduction Amount	Running Net Total of Requests/Reductions	Running Commentary	
Assumption modification	Increase all wages/salaries from 2.3%, that was initialy assumed in the projection model, to 4.7% for each employee group (exceptions for non-teacher groups in the next item)	1,520,000	1,520,000	Must reduce additional	3,175,000
Assumption modification	Variable pay increase plan offering all non-certified staff a .95/hr increase or 4.5% whichever is greater	75,000	1,595,000	Must reduce additional	3,250,000
Assumption modification	Modify 20 retiree assumption down to 14	133,800	1,728,800	Must reduce additional	3,383,800
Assumption modification	Further leverage ESSER funding for operational budget relief by temporarily funding certain personnel costs	-1,000,000	728,800	Must reduce additional	2,383,800
Expense reduction	Reduce non-personnel budgets by 7%	-910,000	-181,200	Must reduce additional	1,473,800
Expense reduction	Reduce staffing where enrollments are lower	-100,000	-281,200	Must reduce additional	1,373,800
Assumption modification	Agressively anticipate unfilled positions	-200,000	-481,200	Must reduce additional	1,173,800
Expense reduction	Reduce various insurance premiums (not employee offered benefits)	-23,300	-504,500	Must reduce additional	1,150,500
Assumption modification	Adjust assumptions to reflect the reduced expense by way of Q1 B&G, Tech, and capital items decreasing by $450,000 offset by Q1 personnel costs increasing by $135,500.	-314,500	-819,000	Must reduce additional	836,000
			-819,000	Must reduce additional	836,000



The Budget Will Continue to Change

- Annual pupil counts are conducted in September each year and determine many things including State aid and revenue limit. District fluctuations in revenue are somewhat protected from a decline in enrollment for the current year, this makes projecting enrollment less important for revenue purposes. Open enrollment revenue for incoming students and expenses for outgoing students is more sensitive, but will remain unknown until fall.
- Wisconsin Parental Choice Program (private vouchers) costs will not be known until October. Although changes in this expense do not displace other expenses in the District budget, they do change the amount of the General Fund tax levy; as vouchers are used more, the local tax support needs to increase to fund them.
- Tax levy and mill rates are not projected in this version of the budget as they would not include accurate aid amounts, District-wide property valuations, or any final referendum debt retirement amounts. Structure of debt payments will continue a strategy used in the past five years to allow the mill rate to go down from the current rate.



The Initial 2022-23 Budget by Fund

- Fund 10: $113,385,431 (Expense including Transfers to Fund 27 and Fund 38) $112,520,940 (Revenues)
- Fund 27: $18,916,172 (Expense) $18,916,172 (Revenue of $8,978,762 plus a $9,937,410 transfer from Fund 10)
- Fund 38: $2,214,135 (Expense) $2,184,485 (Revenue of $2,102,620 plus $81,865 transfer from Fund 10)
- Fund 39: $14,511,474 (Expense) $6,152,824 (Revenue)
- Fund 50: $4,154,632 (Expense) $3,959,000 (Revenue)
- Fund 80: $627,200 (Expense) $627,200 (Revenue)

Wausau School District
Education/Operations Committee of the Whole
May 23, 2022

	General Fund Fund 10	Special Education Fund 27	Non-Ref Debt Fund 38	Ref-App Debt Fund 39	Food Service Fund 50	Community Service Fund 80
2022-23 Surplus/(Deficit) From The Original Projection	$ (1,655,491.00)	$ -	$ (35,298.00)	$ -	$ (195,632.00)	$ -
Expenditure Budget	$ 114,176,431.00	$18,916,172.00	$ 2,216,635.00	$ 12,420,106.00	$ 4,154,632.00	$ 627,200.00
Transfer From Fund 10 to (Fund 27 and Fund 38)	$ 10,016,127.00	$ 9,937,410.00	$ 78,717.00	$ -	$ -	$ -
Revenue Budget	$ 112,520,940.00	$ 8,978,762.00	$ 2,102,620.00	$ 12,420,106.00	$ 3,959,000.00	$ 627,200.00
Revised 2022-23 Surplus/(Deficit)	$ (864,491.00)	$ -	$ (29,650.00)	$ (8,358,650.00)	$ (195,632.00)	$ -
Expenditure Budget	$ 113,385,431.00	$18,916,172.00	$ 2,214,135.00	$ 14,511,474.00	$ 4,154,632.00	$ 627,200.00
Transfer From Fund 10 to (Fund 27 and Fund 38)	$ 10,019,275.00	$ 9,937,410.00	$ 81,865.00	$ -	$ -	$ -
Revenue Budget	$ 112,520,940.00	$ 8,978,762.00	$ 2,102,620.00	$ 6,152,824.00	$ 3,959,000.00	$ 627,200.00

Wausau School District
415 Seymour Street
P.O. Box 359
Wausau WI 54402-0359
715-261-0500

www.wausauschools.org

Facebook.com/WausauSchDist

Twitter.com/WausauSchDist

Instagram.com/WausauSchDist

Our Mission . . . To advance student learning, achievement, and success.

Wisconsin Interscholastic Athletic Association

5516 Vern Holmes Drive, Stevens Point, WI 54482-8833

Phone (715) 344-8580 • Email: **sschulfer@wiaawi.org**

SENIOR HIGH MEMBERSHIP RENEWAL

Grades 9-12
2022-2023 School Year

Wausau West High School

I, as duly authorized by the Board of Education or Governing Body of the above named school, request membership in the Wisconsin Interscholastic Athletic Association for 2022-2023. **I understand and agree that as a condition of membership, the above named school adopts the rules of this Association and will conduct its athletic program in accordance with the Constitution, Bylaws, Rules of Eligibility and Sports Regulations (boys and girls) as well as the interpretations and decisions of the WIAA Board of Control.** (Note: A school that voluntarily terminates membership in the Association shall be denied readmission for a period of four school years.)

It is further agreed that the administrators and coaches of the above named school have Board of Education or Governing Body approval if called upon to serve the WIAA in an elected or appointed position.

Board of Education, Governing Body President, or Authorized Administrator _____

(Signature)

Date _____ Printed Name _____

As a result of membership concerns for better communication, the WIAA will communicate directly with District Administrators/Presidents and/or Principals regarding WIAA membership issues. Sport season maintenance information will be directed to your designated athletic director. We hope that schools will also distribute information to the appropriate persons within their building(s) as they deem appropriate. Note: A member school is required to maintain administrative control and oversight of at least one independently sponsored interscholastic athletic program or co-op program throughout the duration of its membership.

Note: The WIAA membership-sponsored tournaments are the collective property of the Association and not of any individual member. The Association reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of membership-sponsored tournaments; appropriate proprietary interests; and the use of images or transmissions identifying students, administrative personnel and member school marks.

CO-OP TEAMS: If at any time your co-op is discontinued or not renewed, BOTH (ALL) Schools must re-apply for Tournament eligibility for the following season by the appropriate deadlines, Fall Sports - February 1 | Winter Sports - April 1 | Spring Sports - June 1.

DO NOT remove checkmarks, instead please cross-off (and initial) any sports you won't be offering. If you note a discrepancy in the offerings checked, please contact dsankey@wiaawi.org at the WIAA prior to submitting your application. You may not add checkmarks to this form as those deadlines have past for this current school year.

BOYS SPORTS		Contact Co-op	Non-Contact Co-op	Not in Tourn
Baseball	☑	☐	☐	☐
Basketball	☑	☐	☐	☐
Cross Country	☑	☐	☐	☐
Football	☑	☐	☐	☐
8 Player Football	☐	☐	☐	☐
Golf	☑	☐	☐	☐
Hockey	☑	☐	☐	☐
Soccer	☑	☐	☐	☐
Swim & Dive	☐	☐	☐	☐
Tennis	☑	☐	☐	☐
Track & Field	☑	☐	☐	☐
Volleyball	☐	☐	☐	☐
Wrestling	☑	☐	☐	☐

GIRLS SPORTS		Contact Co-op	Non-Contact Co-op	Not in Tourn
Basketball	☑	☐	☐	☐
Cross Country	☑	☐	☐	☐
Golf	☐	☐	☑	☐
Gymnastics	☐	☐	☐	☐
Hockey	☐	☐	☑	☐
Soccer	☑	☐	☐	☐
Softball	☑	☐	☐	☐
Swim & Dive	☑	☐	☐	☐
Tennis	☑	☐	☐	☐
Track & Field	☑	☐	☐	☐
Volleyball	☑	☐	☐	☐
Wrestling	☑	☐	☐	☐

WIAA DUES/FEES 2022-2023: $0.00
The Board of Control action on 4/21/15 to suspend dues/fees until 2017-2018 became permanent as a result of membership action at the 2017 annual meeting

Sign and email sschulfer@wiaawi.org this Membership Application no later than August 1, 2022.

Wisconsin Interscholastic Athletic Association

5516 Vern Holmes Drive, Stevens Point, WI 54482-8833

Phone (715) 344-8580 • Email: **sschulfer@wiaawi.org**

SENIOR HIGH MEMBERSHIP RENEWAL

Grades 9-12
2022-2023 School Year

Wausau East High School

I, as duly authorized by the Board of Education or Governing Body of the above named school, request membership in the Wisconsin Interscholastic Athletic Association for 2022-2023. **I understand and agree that as a condition of membership, the above named school adopts the rules of this Association and will conduct its athletic program in accordance with the Constitution, Bylaws, Rules of Eligibility and Sports Regulations (boys and girls) as well as the interpretations and decisions of the WIAA Board of Control.** (Note: A school that voluntarily terminates membership in the Association shall be denied readmission for a period of four school years.)

It is further agreed that the administrators and coaches of the above named school have Board of Education or Governing Body approval if called upon to serve the WIAA in an elected or appointed position.

Board of Education, Governing Body President, or Authorized Administrator _____

(Signature)

Date _____ Printed Name _____

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CO-OP TEAMS: If at any time your co-op is discontinued or not renewed, BOTH (ALL) Schools must re-apply for Tournament eligibility for the following season by the appropriate deadlines, Fall Sports - February 1 | Winter Sports - April 1 | Spring Sports - June 1.

DO NOT remove checkmarks, instead please cross-off (and initial) any sports you won't be offering. If you note a discrepancy in the offerings checked, please contact dsankey@wiaawi.org at the WIAA prior to submitting your application. You may not add checkmarks to this form as those deadlines have past for this current school year.

BOYS SPORTS		Contact Co-op	Non-Contact Co-op	Not in Tourn
Baseball	☑	☐	☐	☐
Basketball	☑	☐	☐	☐
Cross Country	☑	☐	☐	☐
Football	☑	☐	☐	☐
8 Player Football	☐	☐	☐	☐
Golf	☑	☐	☐	☐
Hockey	☐	☐	☑	☐
Soccer	☑	☐	☐	☐
Swim & Dive	☑	☐	☐	☐
Tennis	☑	☐	☐	☐
Track & Field	☑	☐	☐	☐
Volleyball	☐	☐	☐	☐
Wrestling	☑	☐	☐	☐

GIRLS SPORTS		Contact Co-op	Non-Contact Co-op	Not in Tourn
Basketball	☑	☐	☐	☐
Cross Country	☑	☐	☐	☐
Golf	☐	☑	☐	☐
Gymnastics	☐	☐	☐	☐
Hockey	☐	☐	☑	☐
Soccer	☑	☐	☐	☐
Softball	☑	☐	☐	☐
Swim & Dive	☑	☐	☐	☐
Tennis	☑	☐	☐	☐
Track & Field	☑	☐	☐	☐
Volleyball	☑	☐	☐	☐
Wrestling	☐	☐	☐	☐

WIAA DUES/FEES 2022-2023: $0.00
The Board of Control action on 4/21/15 to suspend dues/fees until 2017-2018 became permanent as a result of membership action at the 2017 annual meeting

Sign and email sschulfer@wiaawi.org this Membership Application no later than August 1, 2022.

Wisconsin Interscholastic Athletic Association

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Phone (715) 344-8580 • Email: **sschulfer@wiaawi.org**

MIDDLE LEVEL/JUNIOR HIGH MEMBERSHIP RENEWAL

Grades 6-7-8
2022-2023 School Year

Horace Mann Middle

I, as duly authorized by the Board of Education or Governing Body of the above named school, apply for membership in the Wisconsin Interscholastic Athletic Association for 2022-2023. **I understand and agree that as a condition of membership, the above named school adopts the rules of this Association and will conduct its athletic program in accordance with the Constitution, Bylaws, Rules of Eligibility and Sports Regulations (boys and girls) as well as the interpretations and decisions of the WIAA Board of Control.** (Note: A school that voluntarily terminates membership in the Association shall be denied readmission for a period of four school years.)

It is further agreed that the administrators and coaches of the above named school have Board of Education or Governing Body approval if called upon to serve the WIAA in an elected or appointed position.

Board of Education, Governing Body President, or Authorized Administrator _____

(Signature)

Date _____ Printed Name _____

As a result of membership concerns for better communication, the WIAA will communicate directly with District Administrators/Presidents and/or Principals regarding WIAA membership issues. Sport season maintenance information will be directed to your designated athletic director. We hope that schools will also distribute information to the appropriate persons within their building(s) as they deem appropriate.

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Please verify that the information below reflects the sports you are offering. Please check additional boxes or cross off any sports you are no longer sponsoring and provide initials next to each change.

BOYS SPORTS

Baseball	☐
Basketball	☑
Cross Country	☑
Football	☑
Golf	☐
Hockey	☐
Soccer	☑
Swim & Diving	☐
Tennis	☐
Track & Field	☑
Volleyball	☐
Wrestling	☑

GIRLS SPORTS

Basketball	☑
Cross Country	☑
Golf	☐
Gymnastics	☐
Hockey	☐
Soccer	☑
Softball	☑
Swim & Dive	☑
Tennis	☐
Track & Field	☑
Volleyball	☑
Wrestling	☐

YOUR 2022-2023 FEE: $0.00
The Board of Control action on 4/21/15 to suspend your $50 fee until 2017-2018 became permanent as a result of membership action at the 2017 annual meeting

Sign and email sschulfer@wiaawi.org this Membership Application no later than August 1, 2022.

Wisconsin Interscholastic Athletic Association

5516 Vern Holmes Drive, Stevens Point, WI 54482-8833

Phone (715) 344-8580 • Email: **sschulfer@wiaawi.org**

MIDDLE LEVEL/JUNIOR HIGH MEMBERSHIP RENEWAL

Grades 6-7-8
2022-2023 School Year

John Muir Middle

I, as duly authorized by the Board of Education or Governing Body of the above named school, apply for membership in the Wisconsin Interscholastic Athletic Association for 2022-2023. **I understand and agree that as a condition of membership, the above named school adopts the rules of this Association and will conduct its athletic program in accordance with the Constitution, Bylaws, Rules of Eligibility and Sports Regulations (boys and girls) as well as the interpretations and decisions of the WIAA Board of Control.** (Note: A school that voluntarily terminates membership in the Association shall be denied readmission for a period of four school years.)

It is further agreed that the administrators and coaches of the above named school have Board of Education or Governing Body approval if called upon to serve the WIAA in an elected or appointed position.

Board of Education, Governing Body President, or Authorized Administrator _____

(Signature)

Date _____ Printed Name _____

As a result of membership concerns for better communication, the WIAA will communicate directly with District Administrators/Presidents and/or Principals regarding WIAA membership issues. Sport season maintenance information will be directed to your designated athletic director. We hope that schools will also distribute information to the appropriate persons within their building(s) as they deem appropriate.

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Please verify that the information below reflects the sports you are offering. Please check additional boxes or cross off any sports you are no longer sponsoring and provide initials next to each change.

BOYS SPORTS

Baseball	☐
Basketball	☑
Cross Country	☑
Football	☑
Golf	☐
Hockey	☐
Soccer	☑
Swim & Diving	☐
Tennis	☐
Track & Field	☑
Volleyball	☐
Wrestling	☑

GIRLS SPORTS

Basketball	☑
Cross Country	☑
Golf	☐
Gymnastics	☐
Hockey	☐
Soccer	☑
Softball	☐
Swim & Dive	☑
Tennis	☐
Track & Field	☑
Volleyball	☑
Wrestling	☐

YOUR 2022-2023 FEE: $0.00
The Board of Control action on 4/21/15 to suspend your $50 fee until 2017-2018 became permanent as a result of membership action at the 2017 annual meeting

Sign and email sschulfer@wiaawi.org this Membership Application no later than August 1, 2022.

Wisconsin Interscholastic Athletic Association

5516 Vern Holmes Drive, Stevens Point, WI 54482-8833

Phone (715) 344-8580 • Email: **sschulfer@wiaawi.org**

SENIOR HIGH MEMBERSHIP RENEWAL

Associate Member

Grades 9-12
2022-2023 School Year

Wausau Public

I, as duly authorized by the above named school, apply for Associate membership in the Wisconsin Interscholastic Athletic Association for 2022-2023. We acknowledge and agree to abide by all the rules of the Association and will conduct our athletic program in accordance with the Constitution, Bylaws, Rules of Eligibility, and Season Regulations as well as the interpretations and decisions of the WIAA.

Charter School(s):

WAUSAU ENRICH EXCEL ACHIEVE LEARNING ACAD CHARTER HIGH SCH.

WAUSAU AREA VIRTUAL EDUCATION (WAVE)

Charter School Administrator (please print)	President, Authorizing District (please print)
Charter School Administrator (signature)	President, Authorizing District (signature)
Date of Signature	Date of Signature

Please review each of the items below which are conditions of your membership in the WIAA.

As an Associate Member of the Wisconsin Interscholastic Athletic Association:

1. As a result of the Board of Control action on 4/21/15 and membership action on 4/26/17 your $50 fee per school is permanently suspended.
2. Our students are eligible only at the schools that are also WIAA members within the chartering authority of our school district. We are not allowed to co-op with school(s) outside our district.
3. Our enrollment will be added to only the school where our students will be eligible to participate.
4. In multi-high school districts, charter school students are eligible at the school of residence only. WIAA transfer rules apply.
5. If we voluntarily withdraw from the Association, we may not renew for a period of four (4) years.
6. We are not entitled to any voting priviledges

Note: The WIAA membership-sponsored tournaments are the collective property of the Association and not of any individual member. The Association reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of membership-sponsored tournaments; appropriate proprietary interests; and the use of images or transmissions identifying students, administrative personnel and member school marks.

Sign and email sschulfer@wiaawi.org this Membership Application no later than August 1, 2022.

Wausau School District
Buildings and Grounds
10-Year Capital Improvement Plan
May 1, 2022

The Wausau School District has developed a 10-year capital improvement plan as required to enable the District to establish a Long Term Capital Improvement Trust Fund (Fund 46). Fund 46 is established to enable the District to appropriately budget and distribute funds within projects that span multiple fiscal years as well as to retain unspent funds to be used for projects that are too large to afford in a single fiscal year through the normal capital maintenance budget. The projects listed in the plan are outlined below.

Roofs:
The District will replace or repair roofs on an as-needed basis throughout the district. Roof projects shall include insulation, flashings and all associated plumbing as needed to assemble a complete roof system.

Pavement:
The District will replace or repair pavement as needed on all district owned properties. Pavement projects will include bituminous pavement, concrete as well as aggregate. Pavement replacements will include all necessary subgrade work and materials as well as any required drainage as needed to insure the pavement will remain stable.

Grounds:
The District will replace, repair or augment existing grounds to include turf areas, plantings and athletic fields as required to insure the safety and athletic needs of the district are met. Work will include, but not be limited to excavation, grading, drainage and establishment of turf.

Building envelope:
The District will repair, replace or remodel building envelopes to insure the buildings remain watertight and viable for the life of the building. Items include but are not limited to tuck-pointing, brick replacement, re-siding, replacing windows and doors.

Building interior finishes:
The District will repair or replace interior finishes of all buildings to maintain a safe, attractive and sustainable environment for our students, staff and community. Items included, but not limited to replacement of paint, floor tile, ceilings, carpet, wall coverings and architectural details.

Building mechanical systems:
The District will repair, replace, augment or add building mechanical systems as needed to maintain an environment conducive to learning, safe for building inhabitants and economical to operate. Items include, but are not limited to boilers, furnaces, air handling equipment, fans, ductwork, plumbing, electrical and air conditioning.

Building safety and security:
The District will repair, replace, augment or add components to the buildings and grounds that maintain, improve or replace items needed for building safety and security. Items include but are not limited to cameras, locks, software and hardware.

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Overview & Comments
Code	01
Status	

WISCONSIN OVERVIEW AND COMMENTS

Volume 31, Number 1
December 2021

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Notice Regarding Legal Accuracy

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by either Davis & Kuelthau, s.c. or Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

Legal Alerts

U.S. Supreme Court Addresses Student Off-Campus Speech

The Alert discusses the *Mahanoy Area School District v. B.L.* U.S. Supreme Court decision involving student free speech issues. Although the Supreme Court affirmed the Third Circuit in finding a violation of the cheerleader's (student's) free speech rights, it is important to recognize that the Court rejected the Third Circuit's broader position that schools cannot regulate off-campus speech. The Supreme Court recognized that there can be circumstances where off-campus speech implicates the regulatory interests of schools. It concluded that the facts in Mahanoy did not rise to that level but going forward school districts are in a position to respond to such speech if they conclude it is creating a substantial disruption of learning or threatening the protection of the school population. The Court found that lacking in *Mahanoy*, but it could exist in future circumstances. It is clear from the decision that the characteristics of off-campus speech that differentiate it from speech at school or at a school function will make it more difficult to pass constitutional muster when dealing with off-campus speech. School administrators will have to analyze such issues carefully when contemplating responding to off-campus speech.

Diversity, Equity, and Inclusion in Public Schools

The Alert discusses the state of the Biden Administration's efforts to place a focus on Diversity, Equity, and Inclusion in the schools through deliberate consideration of different learning styles and needs of students from different backgrounds. The Administration has directed the Department of Education to develop plans to address these areas, to collect data to inform the development of programs, and to target specific areas of inequity at the local level. No concrete plan or requirements have yet been identified; however, the Administration's orders focus on increasing minority participation in advance placement and other college readiness courses, enhancing dropout prevention and recovery programs for Black and Hispanic students, and improving hiring practices to improve diversity among the teaching staff. This Alert provides an update on these efforts and resources related to the initiatives discussed so far; however there is as of yet no actual requirements for school board action.

Update of Title IX Implementation and Enforcement under the Biden Administration

The Alert discusses the Biden Administration's position on Title IX as it relates to gender identity as a protected classification. The Administration noted the U.S. Supreme Court in the *Bostock* decision had determined that gender identity was a protected classification with the definition of the term "sex" as used in Title VII and that there was no discernable distinction between the term in Title VII and Title IX. Accordingly, the Administration intends to enforce Title IX in the context of discrimination on the basis of gender identity and more broadly relative to the LGBTQ+ community. This analysis is consistent with the 7th Circuit Court of Appeals decision in the *Whittaker v. Racine Unified School District* case and therefore is not a significant change in Wisconsin. However, this does signify the federal government's intent to use its resources to enforce these protections.

Incompatibility of Office

This leagal memo examines the concept behind incompatibility of office. Incompatibility of office is when a person who sits on the Board and also holds a position within the District could have conflicting duties and loyalties, particularly when the elected official position (Board member) is considered part of the ultimate supervisory body over all the other positions within the District. The legal memo reviews opinions from the Attorney General and distinguishes between incompatibility of office and conflict of interest.

School-Sponsored Publications and Productions Toolkit

This Toolkit presents an overview of applicable laws and cases that impact school districts' ability to engage in prior review and restraint with respect to school-sponsored student expressive activities. The Toolkit also provides relevant information concerning the options available to school boards and district administrators when considering the adoption and/or amendment of policies and/or administrative procedures related to school-sponsored student publications and productions. While school officials are generally familiar with student publications such as student newspapers and/or yearbooks and student productions that are broadcast on radio and television, replacement Policy 5722 goes further and encompasses the many newer online electronic forms of school-sponsored student media outlined on page 1 of the Policy (e.g., students' school-related blogs, podcasts, and productions posted on Internet sites such as YouTube).

This toolkit is intended to provide guidance in reviewing the options provided in the templates for Policy 5722 and Administrative Guideline 5722.

Policy Revisions

Policy 0100 - Definitions (Revised)

The term "Administrator" has been added with a definition for when that term is used in policy or administrative guidelines. Districts have the option of using a general definition or listing specific positions for positions considered an administrator.

This revision is recommended but not required.

Policy 0142.1 - Electoral Process (Revised)

Pursuant to statutory changes to 120.06(6)(b)3m Wis. Stats., this policy has been revised to meet the new School Board Election Notice Requirement - *Public Notice of Incumbent Non-Candidacy Decisions.*

This revision is required to comply with statutory requirements.

Policy 0142.5 - Vacancies (Revised)

This policy has been revised to add clarity and linkage to other existing policies relating to quorums and voting to further guide the Board regarding the procedures when voting to fill a vacancy.

These revisions are recommended, but not required.

Policy 0144.5 - Board Member Behavior and Code of Conduct (Revised)

This policy has been revised to specifically include attendance at meetings as a general expectation of Board members, acknowledge the doctrine of incompatibility of office and requiring individual communications of Board members be distinct from Board-authorized messages.

The revision is recommended but not required.

Policy 0152 - Officers (Revised)

Specifies the process by which Board officers are selected by a majority vote of those members present and participating in such action.

Recommended for clarity and consistency with other related Bylaws.

Policy 0165.1 - Notice of Meetings (Revised)

The revisions to this policy reflect new statutory language on how meetings of the Board or non-Board Committees that require public notice may be posted.

This revision is recommended for compliance with current law.

Policy 1421/Policy 3121/Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirement (New/Revised/Revised)

The title has been revised to include a reference to the new language that has been added to the policy regarding the "employee self-reporting requirement". The policy revisions require employees to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any criminal or municipal offense within a specific timeline.

This revision is highly recommended but not required.

Policy 1460/Policy 3160/Policy 4160 - Physical Examination (Revised)

The revisions to this policy are made to improve alignment with statute requirements. Further, additional options have been included that are permissible and may be considered by the Board. In addition, the physical examination exception is clarified as it pertains only to those who use faith exclusively for medical care. It should also be noted that those who file for the physical exemption still must be free of communicable tuberculosis as it is only a diagnosis and not a treatment.

The revisions are highly recommended.

Policy 2210 - Curriculum Development (Revised)

The policy is revised to reflect the requirements of 2021 Wisconsin Act 30 which amends Section 121.02(1)(L)8 to require instruction regarding the Holocaust and other genocides at least once between grades 5 through 8 and once in grades 9-12. This requirement will begin with the 2022-2023 school year.

This policy revision is recommended to assure compliance with state law.

Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities (Revised)

Those Districts who opted to include the hearing portion of this policy are advised that a recent decision from a Federal court in Massachusetts (which it asserted applied nationally) and subsequent guidance from the U.S. Department of Education invalidated the portion of the regulations that prohibited the decision-maker's reliance on evidence not subject to cross-examination. The Court's decision and the subsequent guidance both specifically refer to post-secondary institutions only. Post-secondary institutions are required to have a hearing component to the Title IX policy and to include specific characteristics of that hearing process. The regulations that pertain to post-secondary institution hearings are the regulations at issue in the case and DOE guidance and those are not applicable to K-12 school districts. Nonetheless, any District that incorporated hearings into their policies may have such a component to the policy and therefore a revision to the policy is provided that deletes that section. Please note that it remains unclear whether such language is prohibited in a policy adopted by a primary or secondary institution and, to the extent those who selected hearings wish to retain that provision, the District is advised to consult with their legal counsel to determine if revisions need to be made.

The revision is recommended and Neola templates will no longer provide the deleted section as an option.

Policy 2414 - Human Growth and Development (Revised)

The policy is revised to include the requirements of 2021 Wisconsin Act 90 which requires that human growth and development instruction regarding the right to drop off a newborn child to various health care locations. This topic of instruction is required in the event a District's curriculum includes certain topics. The policy is also restructured to properly reflect the construct of the statute which requires additional subjects of instruction only if certain other subjects are included.

The policy revisions should be adopted and done so consistent with the District's curriculum to assure a legally compliant policy.

Policy 3122.01/Policy 4122.01 Drug-Free Workplace (Revised)

These policies were revised to make the language more user-friendly by inserting new headings, adding clarification, and adding references to the Drug-Free Workplace Act of 1988 and Policy 3161-Unrequested Leaves of Absence/Fitness for Duty. Language is also added to clarify that a prescription is an exception only to the extent the prescription is lawful in Wisconsin and under Federal law (i.e. medical marijuana prescriptions from providers in states that permit it are not an exception to drug-free workplace policies in Wisconsin because prescription marijuana remains illegal both in Wisconsin and under Federal law).

This revision is highly recommended but not required.

Policy 3340/Policy 4340 - Grievance Procedure (Revised)

Language has been added to provide options for the appointment of the IHO when the District Administrator files a grievance with the District.

This revision is required to provide policy coverage for all situations.

Policy 5113 - Open Enrollment Program (Revised)

The policy is revised to add the option for the Board to expressly authorize the District Administrator to approve or deny open enrollment applications on behalf of the Board. This authority is provided expressly in regulation and this revision provides the Board with an option for approving such authority.

The revisions, if the Board intends to delegate such authority, should be adopted.

Policy 5200 - Attendance (Revised)

This policy has been revised to include private school and home-based education students, who are attending the District under part-time open enrollment provisions, with the same excused absence as regular full-time high school students for serving as an election day official.

These revisions align with State statutes and are required.

Policy 5215 - Missing and Absent Children (Revised)

The policy is revised to define the terms used ("missing" and "absent") as used in this policy based on the missing and absent children provisions of the Federal Health and Human Services Code. The revisions are intended to clarify as well that the purpose of this policy is not to facilitate student enrollment, but rather to facilitate the schools' assistance in child welfare in the event a missing or absent child arrives at a school facility.

Districts that have this policy currently are strongly advised to make these revisions.

Policy 5410 - Promotion, Placement, and Retention (Revised)

In accordance with State statute, specific criteria for promotion from 4th to 5th grade and from 8th to 9th grade are listed, along with the option for additional criteria specified by the District.

This revision is required for compliance.

Policy 5461 - Children At-Risk of Not Graduating from High School (Revised)

The policy is revised to clarify misleading language that appeared to require a plan for each individual student that falls into this category, rather than a District plan that addresses programs, services, and strategies to serve at-risk students.

The revision is recommended but not required.

Policy 5722 – School-Sponsored Publications and Productions (Replacement)

This policy has been revised to reflect the diverse types of student publications and productions currently available in the digital age. This replacement policy is proposed because of the wide variety of school-sponsored student media that are present in schools today and due to the many technological advances that have occurred.

The policy, as before, provides several options available to the Board regarding the type of forum that will be provided and what level of review and regulation will occur. The language in the policy has been modified to encompass the newer online electronic forms of school-sponsored student media. The policy provides four options to consider for the classification and regulation of such publications and production.

Neola has developed an extensive Toolkit that should be used to inform and guide District personnel as they make revisions to the policy. The Toolkit presents an overview of applicable laws and cases that impact the District’s ability to engage in prior review and restraint with regard to school-sponsored student expressive activities.

The recommendations made in this policy should be carefully considered when addressing the evolving student media environment and language should be adopted that best fits the District’s needs.

Policy 6108 - Authorization to Make Electronic Fund Transfers (Revised)

The policy is revised to add a reference to ACH payments as a form of electronic funds transfer (EFT) to account for the growing use of that form of payment.

The revisions are recommended but not required.

Policy 6114 - Cost Principles - Spending Federal Funds (Revised)

This policy has been revised to provide greater detail in allowability guidance for Districts regarding the expenditure of Federal funds. There has been a significant increase in funding for school districts through the third pandemic stimulus bill (a/k/a, the American Rescue Plan), providing $122 billion in Elementary and Secondary School Emergency Relief (or ESSER III) funds. While the policy has accurately referenced definitions and restrictions cited in various sections of 2 C.F.R. 200, greater specificity has been requested by program reviewers and auditors.

Revisions to this policy should be adopted in order to maintain accurate policies.

Policy 6146 - Post-Issuance Tax-Exempt Bond Compliance (Revised)

This policy has been revised to meet Federal law with regard to the issuance of tax-exempt obligations and/or obligations eligible for tax credits.

Adoption of the revisions is required to be in compliance with applicable law.

Policy 6152 - Student Fees, Fines, and Charges (Revised)

This policy has been revised to include reference to the DPI fee categories based upon the *Board of Education v. Sinclair* case, added statutes, and opinions of the Attorney General. While this policy generally frames student fees, it is recommended that the Board develop and share clearly delineated fee information for parents on all student fees, consistent with the user fee categories provided in this policy update.

These revisions are recommended, but not required.

Policy 6152.01 - Waiver of School Fees or Fines (Revised)

This policy clarifies eligibility for free and reduced lunches as related to school fees. Even if the District (or State) provides free breakfast and lunches for all students, additional income eligibility information is needed for the waiver of fees. This information may be provided from parents directly to the District or through Direct Certification through the Division of Children and Families State database.

These revisions are recommended, but not required.

Policy 7100 - Facilities Planning (Revised)

The policy is revised to update language and to account for current analytical processes relative to evaluating space needs and enrollment projections. In addition, the inclusion of this policy revision is intended to prompt review of the District's facilities maintenance and management plans so as to take the opportunity to determine whether such plans need to be updated, revisited, or completed.

These revisions are recommended but not required.

Policy 8310 - Public Records (Revised)

Language was revised to give the District Administrator authorization to develop administrative guidelines rather than to direct that they be created to account for the fact that not all Districts have administrative guidelines.

Policy 8450 - Control of Casual-Contact Communicable Diseases (Revised)

The policy has been revised to describe a procedure to be followed in the event an initial or isolated communicable disease is identified in a child in the school setting. Certain staff members are designated to contact a child's parents and the local county Health Department. School-wide protocols aligned with Policy 8420.01 – Epidemics and Pandemics are provided as an option. Legal citation is added (232.10, Wis. Stat.). The purpose of these revisions is to differentiate between the obligation to comply with health department directives in an outbreak linked to the facility as compared to generalized mitigation efforts recommended by the health department.

Revisions are recommended but not required.

Administrative Guidelines

AG 1630.01/AG 3430.01/AG 4430.01 - FMLA Leave (New)

This new guideline provides clear definitions of applicable leaves available under FMLA. Further, language in this guideline clarifies that any medical certification that is required to qualify for FMLA leave is at the employee's expense. Also, additional language has been included to assure that employee benefits other than health insurance be continued during an employee's FMLA leave, in the same manner as prior to leave subject to the policy language and for the purpose of ensuring coverage upon return.

This new AG is strongly recommended.

AG 3160B/AG 4160B - Tuberculosis Examination (Delete)

These guidelines are recommended for deletion, as the language regarding tuberculosis examinations has been added to Policy 1460/Policy 3160/Policy 4160 - Physical Examination.

AG 5111.01 - Homeless Students (Revised)

Revisions have been made to the provisions concerning transportation to clarify existing language.

AG 5200 - Attendance (Revised)

The guideline has been revised to include a reference to the new language that has been added to Policy 5200 that meets the requirements of Section 118.15, Wis. Stats., allowing a student to serve as an election official under certain conditions.

The revision is required for compliance with the modified statute.

AG 5722 - School-Sponsored Publications and Productions (Revised)

This guideline has been revised in coordination with Policy 5722 to reflect the diverse types of student publications and productions currently available in the digital age. Neola has developed an extensive Toolkit that should be used to inform and guide District personnel as they make revisions to the guideline and policy. The Toolkit presents an overview of applicable laws and cases that impact the District's ability to engage in prior review and restraint with regard to school-sponsored student expressive activities.

In conjunction with the use of the Toolkit, the revisions to the guideline are recommended in order to address the myriad of newer online electronic forms of school-sponsored student media.

AG 7450 - Inventory Procedure (Revised)

This guideline has been revised to include a drafting note about the Federal regulation (2 CFR 200.439) which has been updated. 2 CFR 200.439 allows for a $5,000 threshold. Capital expenditures with a unit cost of $5,000 or more require prior written approval of the Federal awarding agency or pass-through entity. This revision should be reviewed to ensure compliance with 2 CFR 200.439.

This guideline may need to be revised if the District's current policy uses an equipment/inventory threshold higher than $5,000.

If necessary, this guideline should be revised to comply with applicable law.

AG 8800D - Care, Custody, and the Display of the United States Flag

This guideline was revised to include the U.S. Flag code as the determining factor as to when the United States Flag shall be raised above each school and/or other appropriate school places.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Overview & Comments
Code	01
Status	

WISCONSIN OVERVIEW AND COMMENTS

Volume 30, Number 2
July 2021

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Social Media (Policy/AG 7544) Revisited

In 2018 a collection of policies were prepared by a team of twenty-two (22) lawyers, IT experts, and Neola staff to provide Districts with a means to establish controls that govern the use of social media in their District. These policies and related documents were released in the Special Update - Social Media in November 2019 along with a toolkit for use with these policies.

Although regulating an employee's personal use of social media is possible only in the narrowest of circumstances, establishing rules about employees' use of social media as it relates to communication regarding the business of the District is something that schools can, and in Neola's judgment, should do.

Three existing policies were also suggested for revision in the Social Media Special Update. A comprehensive definition of "social media" was added to Bylaw 0100 Definitions and the definition of "apps and services" was revised as well. Additionally, revisions were proposed for Policy 7540 Technology to replace the previous definition of "social media" and finally, revisions to Policy 7540.04 Staff Technology Acceptable Use and Safety so that the language is current and compliant with the new social media policy.

While the suggested revisions were put in place before a global pandemic pushed Districts to utilize online learning platforms and more virtual methods of engagement with students, parents, and the community, such use makes consideration of these materials even more important today.

Although the new and revised policies have been thoughtfully prepared and reviewed by Neola's legal counsel for statutory compliance, each District must decide what specific language to include in its own unique policy collection.

It is highly recommended that at this juncture the District reevaluate the materials in the updates referenced above that are still available on each District's BoardDocs platform. While much thought will be necessary to consider these new materials and revised policies each District should take the time necessary to be sure that there is adequate policy guidance provided for the current use of social media technology and applications.

In the next update, Neola will revisit Policy 5722 – School-Sponsored Publications and Productions and issue a revised document and toolkit. The social media policy materials issued in 2019 played a large role in the development of the revised Policy 5722 materials.

Therefore, it is highly recommended that at this juncture the District reevaluate the materials in the update from 2019 that are still available on each District's BoardDocs platform and consider the District and school-level application of these technologies.

Title IX/Nondiscrimination/Anti-Harassment

This update includes a revised version of Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX) due to the updated definition of 'rape' under Federal law. Forms related to the complaint process and investigation procedures in Policy/AG 2266 and in the nondiscrimination/anti-harassment policies included in the Special Update - Nondiscrimination and Anti-Harassment - July 2021, will be made available to you separately upon adoption of Policy 2266. If your District already has adopted Policy 2266, you will be granted access to these forms. Please contact your associate with any questions about those forms.

Reminders

- The Minimum Wage in Wisconsin remains the same at $7.25 for 2021, this is the same as the current Federal Minimum Wage.

- The Internal Revenue Service (IRS) issued Notice 2020-279 which provides the 2021 mileage rate at 56 cents per mile for business travel (1.5 cents less than the 2020 rate).

- The U.S. Department of Labor maintains regulatory authority over state and local government employers, including public school districts. Note that the following federal laws have poster requirements that apply to school districts (no federal or federally-assisted contracts or subcontracts):

    - The Employee Polygraph Protection Act (EPPA)
    - The Fair Labor Standards Act (FLSA) Minimum Wage Notification
    - The Family and Medical Leave Act (FMLA)
    - Uniformed Services Employment and Reemployment Rights Act (USERRA)
    - Occupational Safety and Health Act (Workplace Safety)
    - Whistleblower Protections

  In addition, certain organizations may be required to display posters that can only be obtained from DOL's Office of Workers' Compensation Programs (OWCP) (https://www.dol.gov/agencies/owcp). More information on these posters is available at https://www.dol.gov/general/topics/posters/. Links to all federal employment posters are always available on the Poster Page as are answers to frequently asked questions. Note that school districts with federal or federally-assisted contracts or subcontracts may have additional requirements.

Bylaws and Policies

The following policies and guidelines were revised to include language either prohibiting or requiring permission for the use of District name, logo, mascot, or any other property or assets of the District in connection with fundraising, except where such permission is implicit because it is conducted by a District organization:

Bylaw 0100 - Definitions (Revised)

The definitions for "Personal Communication Devices" and "Relative" have been modified to update the language used and make sure that current legal standards were reflected.

The definition of "Social Media" was updated to reflect optional language in the definition and that selection of the option should be consistent with the choice made in Policy 7544 - Social Media.

Legal Custodian of Records has been revised to reflect that the District Records Custodian (DRC) is designated in Policy 8310 - Public Records.

Bylaw 0143 - Authority of Individual Board Members (Revised)

The policy has been revised to include an option for including a cross-reference to Policy 0143.2 – Board Member Information Requests. The revision is recommended but not required.

Bylaw 0144.2 - Board Member Ethics (Delete)

This policy has been updated to reflect current legal standards with regard to Board member conflict of interest standards.

Bylaw 0144.3 - Conflict of Interest (Revised)

The language that has been modified regarding a Board member utilizing their position to obtain financial gain to add the language *or anything of "substantial value"* is derived directly from 19.59(1)(a) Wis. Stats. Whereas, the language added about no Board member being permitted to accept anything of value is also derived directly from statute, 19.59(1)(b), however, it does not utilize the qualifier "substantial" and thereby it is presumed that the legislature wanted to put a broader obligation on Board member's official actions.

Since a court would need to presume that the legislature intended the distinctions, the Board should adopt policy that recognizes such differences.

This policy has been updated to reflect current legal standards with regard to Board member conflict of interest standards.

Bylaw 0144.5 - Board Member Behavior and Code of Conduct (Revised)

The standards from Bylaw 0144.2 - Board Member Ethics have been incorporated into this policy. In addition, the legal standard in Wisconsin Statute 946.12 has been included.

Bylaw 0145 - Board Member Anti-Harassment (Revised)

This policy has been revised to bring the language regarding the prohibition of harassment by a Board member from the conclusion of the policy to a more appropriate placement at the beginning of the policy. In addition, unnecessary language was removed. It is strongly recommended that the revisions to this policy be adopted.

Bylaw 0167.3 - Public Comment at Board Meetings (Revised)

The policy language has been clarified to separate optional board-directed recording of board open meetings from the access required to be given third parties to record meetings under the Open Meetings law. This revision is recommended for consistency with law.

Bylaw 0171.1 - President (Revised)

This policy has been modified to more clearly differentiate the source of authority between common/union high school districts and unified districts. These revisions are recommended for adoption.

Bylaw 0174.2 - School Performance Report (Delete)

This policy is recommended for deletion, as the required, necessary and up-to-date material is included in Policy 2700.01 - School Performance and Accountability Reports.

Policy 1130/Policy 3230/Policy 4230 - Ethics and Conflict of Interest (Revised)

These policies have been revised to clarify that no member of the District staff should have a personal or financial interest where a question of conflict with their duties could be raised. Further, the revisions reflect the specific pecuniary interest provision of the Wisconsin statute that applies to members of the District staff. These revisions are recommended for adoption.

Policy 1210 – Board-District Administrator Relationship (Revised)

The policy is revised to incorporate reference to the District Administrator's handling of complaints regarding board member conduct and cross-references to applicable policies. These revisions are recommended for adoption.

Policy 2240 - Controversial Issues in the Classroom (Revised)

This policy has been updated to reflect the recent increase in discussion regarding the inclusion of potentially controversial issues within the school setting. The proposed revisions are intended to limit discussion of controversial issues to topics related to the curriculum and to remind teachers of the importance of maintaining the role of exemplar when expressing personal opinions in the classroom.

These revisions are recommended for adoption.

Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities (Revised)

This policy has been revised to include the recognized definition of "Rape" as of January 2021. The revised definition is that provided by the National Incident-Based Reporting System (NIBRS). The original reference to the definition was required by the Clery Act at the time of the release of the regulations in May 2020. Also, there is a suggested revision in the Appeals section of the policy. While the current regulation does not specifically address the implementation of remedies during the appeals process, it seems to be inappropriate to impose disciplinary sanctions while an appeal is pending.

These revisions are recommended for adoption.

Policy 2430 – District-Sponsored Clubs and Activities (Revised)

The policy is revised to better reflect the scope of district-sponsored student clubs and activities that are not strictly curricular-related.

These revisions are recommended for adoption.

Policy 2431 – Interscholastic Athletics (Revised)

The policy is revised to remove a reference to the development of administrative guidelines and instead allow for Districts to choose the options that should be incorporated into the policy. In addition, a reference to concussion protocols has been added.

These revisions are recommended for adoption.

Policy 2700.01 – School Performance Reports and Accountability Report Cards (Revised)

This policy is revised to more accurately reflect the current structure of performance reports and accountability report cards, as well as the publication and distribution requirements for each.

These revisions are recommended to have policies that accurately reflect current requirements.

Policy 3120 - Employment of Professional Staff (Revised)
Policy 3120.04 - Employment of Substitutes (Revised)

Other bylaws and policies establish the legal standards for Board members with regard to the employment of staff. For purposes of consistency, it is strongly recommended that the revisions to these policies be adopted.

Policy 3170/Policy 4170 – Substance Abuse (Delete)

These policies should be deleted as the content is outdated and is already incorporated into Policy 3122.01/Policy 4122.01.

Policy 3215/Policy 4215/Policy 7434/Policy 5512 – Use of Tobacco and Nicotine (Revised)

These policies have been revised to add a definition of "tobacco products retailer" to avoid inadvertently including retailers who sell tobacco products, but whose business is not primarily related to tobacco or nicotine products (e.g. a local gas station as compared to a vape store).

These revisions are recommended for adoption.

Policy 3216/Policy 4216 - Staff Dress and Grooming (Revised)

The policies have been updated to be more consistent with prevailing legal standards, as well as the diversity of district staff. These revisions are recommended for adoption.

Policy 4120 - Employment of Support Staff (Revised)
Policy 4120.04 - Employment of Substitutes (Revised)

Other bylaws and policies establish the legal standards for Board members with regard to employment of staff. For purposes of consistency, it is strongly recommended that the revisions to these policies be adopted.

Policy 4161 – Unrequested Leaves of Absence (Revised)

The policy is revised to more accurately reflect the process and to align the language with Policy 3161 – Unrequested Leaves of Absence.

These revisions are recommended for adoption.

Policy 4162 – Controlled Substance and Alcohol Policy for Employees that Transport Students (Revised)

This policy is revised to incorporate post-accident drug and alcohol testing requirements for employees transporting students, including those with CDLs.

These revisions are recommended so the policy accurately reflects current requirements.

Policy 5112 – Entrance Age (Revised)

The policy is revised to remove enrollment information that is not statutorily required.

These revisions are recommended for adoption.

Policy 5500.01 – Conduct in Virtual Classroom (New)

This new policy has been developed in an effort to assist Districts with issues related to student conduct that may have arisen over the past year and a half of virtual instruction. Many districts may choose to continue to offer virtual instruction as an option to students. This policy may assist in establishing appropriate rules and controls for that environment.

Policy 5520 - Disorderly Conduct (Revised)

The policy has been revised to more closely align with disciplinary options under Wisconsin law. The revision is recommended for clarity of potential consequences for student misconduct.

Policy 5720 – Student Activism and Expression (Revised)

This policy is revised to clarify language and incorporate adherence to Board policy and administrative guidelines as an expectation in the course of student expression.

These revisions are recommended for adoption.

Policy 5880 – Public Performance by Students (Revised)

The policy is revised to better reflect practice associated with student performances in the community, and to remove reference to an administrative guideline that is no longer available.

These revisions are recommended.

Policy 6152 - Student Fees, Fines, and Charges (Revised)

This policy has been revised to clearly identify that no student shall be denied participation in any educational opportunity due to their inability to pay any fee or charge imposed.

Specific provisions regarding students experiencing homelessness and the requirements pursuant to the McKinney-Vento Act have been incorporated into the policy.

These revisions reflect the current state of the law and should be adopted.

Policy 6152.01 - Waiver of School Fees or Fines (New)

The McKinney-Vento Act requires states and local school districts to review and revise policies to remove barriers to the education of homeless children and youth, "including barriers to enrollment and retention due to outstanding fees, or fines, or absences" (42 U.S.C. 11432(1)(l)). This new policy addresses this provision of the McKinney-Vento Act and provides eligibility standards for the waiver of fees or fines assessed and notification requirements.

If a fee or fine cannot be paid, this policy provides a resolution process so each case is viewed objectively when the District is determining whether they can collect the fees or fines or to provide a waiver.

These revisions are recommended for adoption to be in compliance with current law.

Policy 7440.01 - Video Surveillance and Electronic Monitoring (Revised)

Due to the significant increase in the use of virtual/online learning, this policy has been revised to allow a District to use prerecorded lessons or observations of online or virtual learning sessions as part of an employee's evaluation.

These revisions are recommended for adoption.

Policy 7450 – Property Inventory (Revised)
Policy 7455 - Accounting System for Capital Assets (Revised)

In December 2014, the U.S. Department of Education (ED) released the newly updated Education Department General Administrative Regulations (EDGAR). This major rewrite of the regulations was issued after nearly 40 years of very little change in the compliance measures that federally funded programs must meet. The regulations covered the application process, financial management, procurement, inventory management, time and effort accountability, cost allowability, record retention, and program oversight.

The Office of Management and Budget (OMB) has now revised sections of OMB Guidance for Grants and Agreements, also known as Uniform Grant Guidance (UGG). Proposed changes to 2 C.F.R. Part 200 were published in the Federal Register in January 2020, comments closed on March 23, 2020, and Final Revisions were published in August 2020. Despite the intervening pandemic, OMB released its final revisions to the Uniform Grant Guidance (2 C.F.R. Part 200) right on

schedule! The revisions continue the OMB's push for results-oriented accountability for grants, significantly rewrite the sections on procurement, and attempt to clarify prior requirements, including provisions related to period of performance and indirect costs. The revised rules became effective November 12, 2020.

These revisions reflect changes outlined in the President's Management Agenda (PMA). This guidance is intended to focus on improved stewardship and ensuring that the American people are receiving value for funds spent on grant programs. The revisions are limited in scope to support the implementation of statutory requirements, alignment of these provisions with other Federal requirements, and clarification of existing requirements to minimize risk in financial transactions.

These revisions are recommended for adoption.

Policy 8500 - Food Services (Revised)

This policy has been revised to add the emphasis being sought by the United States Department of Agriculture (USDA) to prohibit stigmatizing of students who lack the funds to pay for their meals or have unpaid meal charges. Other revisions have been made with regard to dietary modifications and negative account balances as well as the inclusion of a nondiscrimination statement.

This revision is recommended for adoption.

Policy 8510 - Wellness (Revised)

This policy has been revised and restructured to better reflect the requirements under Federal law. Districts are advised to review their current policy within the context of these revisions in order to determine if revisions to the current policy are necessary.

Policy 9270 - Home-Based, Private, or Tribal Schooling (Revised)

The language in this policy has been revised to clarify the options private school or tribal school students have for participating in certain athletic and extra-curricular activities.

This revision is recommended for adoption.

Policy 9500 – Relations with Educational Institutions and Organizations

This policy is revised to clarify language regarding District relationships with other educational institutions and to add optional language regarding District coordination with third-party organizations or potentially District staff or other individuals in conducting educational research projects.

These revisions are recommended.

Policy 9700 - Relations with Non-School Affiliated Groups (Revised)

This policy has been modified to reflect that there shall be no advertising without the prior approval of either the Board or the District Administrator. Further, the section of this policy regarding crowdfunding is being recommended for deletion with a cross-reference to the stand-alone crowdfunding policy and AG being identified as the place where all such activities would be managed.

These revisions are strongly recommended.

ADMINISTRATIVE GUIDELINES

AG 2240 - Controversial Issues in the Classroom (Revised)

Optional language has been modified to better reflect the option's intention to promote balanced discussion. The revision is recommended but not required.

AG 2440 - Summer and Interim Session School (Revised)

Eligibility provisions and other terminology in this guideline have been updated for consistency with current law and the requirements established by the Department of Public Instruction regarding summer and interim session participation. The revisions are recommended for adoption.

AG 3160A/Policy 4160A – Physical Examination (Revised)

The guideline is revised to clarify the process relative to determining a staff member's fitness for duty and ability to perform the duties of their position.

The revision is recommended for adoption.

AG 3421A/AG 4421A – Important Notice of Employees' Right to Documentation of Health Coverage (Delete)

This guideline is deleted because the information is no longer accurate as notices are provided by the Districts' benefit plan administrator.

AG 5111 – Admission to the District (Revised)

The guideline is revised to reflect the corrected definition of homelessness for purposes of the McKinney Vento Act. The revision is recommended for adoption.

AG 5112A - Admission to Kindergarten (Revised)

This guideline has been revised to reflect the requirements of when a student must attain the age of four (4) or the age of five (5) to be enrolled in four (4) year-old or five (5) year-old kindergarten. The revision is recommended for adoption.

AG 5113 - Admission of Students Participating Under Open Enrollment (Revised)

The guideline is modified to provide an option under reapplication procedures whereby the Board does not require accepted non-resident students to reapply under their open enrollment policy, as long as the student has been continuously enrolled in the District. Additional language has been added with regard to transportation options.

AG 5320 - Immunization of Students in School (Revised)

Language within the guideline which was previously optional has been updated to be consistent with current requirements of the Department of Health Services and Wisconsin Administrative Code provisions. These revisions are recommended for compliance with current regulations.

AG 5600A - Student Discipline (Delete)

Like its accompanying policy which was deleted previously, this guideline is being deleted since details of student discipline are contained in the student code of conduct. It is recommended but not required to delete this outdated guideline.

AG 5610.01 - Alternative Expulsion Hearing Procedure (New)

This new guideline is only for districts that use the alternative hearing procedure and have the accompanying Policy 5610.01 - Alternative Expulsion Hearing Procedure. Previously, this language was contained in AG 5610, but has been removed as it is appropriate only for districts that use this procedure.

This guideline should be added by districts that use this procedure to be in compliance with State requirements.

AG 8390 – Use of Animals in the Classroom and on School Premises (Renumbered/Replacement - Moved from 8405A)
AG 8405A - Use of Animals in the Classroom and On School Premises (Delete - Moved to 8390)

The guideline language has been revised to provide detailed procedures relative to requesting, evaluating, and maintaining the use of a service animal on school grounds.

Additionally, this guideline reflects the protocols for when animals are to be brought into the classroom or onto District property.

It is strongly recommended that the District Administrator review this replacement Administrative Guideline for consideration of inclusion.

AG 8450 - Management of Casual-Contact Diseases (Revised)

This guideline has been revised to reflect the current expectations of the Department of Health Services regarding the management by school staff of casual-contact communicable diseases.

This guideline provides the appropriate reference to the DHS Wisconsin Childhood Communicable Diseases Chart which should be used by the staff as a general guide for school-based management of various communicable diseases.

AG 9500 – Relations with Educational Researchers (New)

The guideline is offered to implement the additional offered language in Policy 9500 related to research projects conducted by outside organizations or individuals including District staff that involves District staff, students, and/or data. The purpose of this guideline is to develop criteria for evaluating the value and appropriateness of any such research proposal.

This guideline should only be considered if the additional language in Policy 9500 is taken.

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of PUBLIC RECORDS (Keith, Tabatha)
Code	po8310 Final
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

8310 - **PUBLIC RECORDS**

The Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records. The DRC may deny access to records only in accordance with the law. The DRC is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

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

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

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

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

The District may impose a fee upon the requester of a copy of a record of 20 cents per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is $50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

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

The District may require prepayment of fees if the total amount exceeds $50.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

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

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

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

Records Retention Schedule

The District has adopted the Wisconsin Department of Public Instruction's guidelines on School District record retention.

It may be accessed at the following web address:

http://publicrecordsboard.wi.gov/docview.asp?docid=15892&locid=165

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

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of STUDENT RECORDS
Code	po8330 Approve
Status	
Adopted	December 9, 2019
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8330 - **STUDENT RECORDS**

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

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

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

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

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

Address Confidentiality Program

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

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor or the student, if the student is an adult, does not grant permission for such disclosure.

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

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

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

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

The Board authorizes the administration to:

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

   1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

   2. the parent or eligible student, upon request, receive a copy of the record;

   3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and

   4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

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

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;

C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;

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

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

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

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

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

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

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

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

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

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

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

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

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

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

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

A. a student's name;

B. photograph (with the choice of social media, school newsletters/publications, district/school website, yearbook or all places);

C. major field of study;

D. participation in officially recognized activities and sports;

E. height and/or weight, if a member of an athletic team;

F. dates of attendance;

G. date of graduation;

H. degrees and awards received;

I. name of the school most recently previously attended.

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

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

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

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

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

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

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

A. college or other postsecondary education recruitment, or military recruitment;

B. book clubs, magazine, and programs providing access to low-cost literary products;

C. curriculum and instructional materials used by elementary and secondary schools;

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

E. the sale by students of products or services to raise funds for school-related or education-related activities;

F. student recognition programs.

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

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

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of **computer data storage** ~~**the microfilm process or electromagnetic processes of reproduction**~~ for the recording, filing, maintaining, and preserving of records.

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

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

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Legal	46.215 Wis. Stats.
	46.22 Wis. Stats.
	46.23 Wis. Stats.
	115.298 Wis. Stats.
	118.125 Wis. Stats.
	118.125(2)(q) Wis. Stats.
	25 USC 450b(L)
	34 C.F.R. Part 99
	20 U.S.C. Section 1232f (FERPA)
	20 U.S.C. Section 1232g (FERPA)
	20 U.S.C. Section 1232h (FERPA)
	20 U.S.C. Section 1232i (FERPA)
	26 U.S.C. 152
	20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
	20 U.S.C. 7165(b)
	20 U.S.C. 7908

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of PEDICULOSIS (HEAD LICE)
Code	po8451 Approve
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

8451 - **PEDICULOSIS (HEAD LICE)**

Head lice are present in the community at all times and can be particularly prevalent among preschool and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and the child. It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have head lice or untreated nits, school staff will notify the parent and ask the parent to pick the child up at the end of the school day and administer an FDA-approved lice treatment (**e.g.,** pediculicide/ovicide) but the child will remain in the classroom until the end of the day.

Students may return to the classroom after the appropriate use of an FDA-approved ~~**pediculicide/ovicide**~~**lice** treatment. After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal.

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Legal	Centers for Disease Control and Prevention. (2019). Head lice general information. http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of FOOD SERVICES (Karen, Bob)
Code	po8500 Final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

8500 - **FOOD SERVICES**

The Board shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The Board does not discriminate on the 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 in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

A. consider the nutritional value of each food or beverage;

B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and

C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

~~**In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.**~~

Dietary Modifications

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. ~~**To qualify for such substitutions the medical certification must identify:**~~

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b., must be submitted within fourteeen (14) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

A. the medical or dietary need that restricts the student's diet; and

B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the School Nutrition Services Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the School Nutrition Services Director. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy and guidelines will be posted on the District website.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;

2. Fax: (202) 690-7442; or

3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

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Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220

7 C.F.R. Part 225

7 C.F.R. Part 226

7 C.F.R. Part 227

7 C.F.R. Part 235

7 C.F.R. Part 240

7 C.F.R. Part 245

42 U.S.C. Chapter 13

Book	Policy Manual
Section	Policies for Keith to approve, 31-1 Technical Corrections
Title	Copy of TRANSPORTATION BY PRIVATE VEHICLE
Code	po8660 Approve
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

8660 - **TRANSPORTATION BY PRIVATE VEHICLE**

The Board authorizes the transportation by private vehicle of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator.

Any transportation of students in a private vehicle must be approved in advance and in writing by the Principal in accordance with the District Administrator's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

A person may be approved for the transportation of students in a private vehicle if **the person is** ~~**they are**~~ an employee of this Board, the parent of a student enrolled in this District, the holder of a currently-valid license to operate a motor vehicle in the State of Wisconsin, is at least eighteen (18) years of age, be physically capable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion, and has signed the form provided by the District.

Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by applicable law. The District Administrator may withdraw the authorization of any private vehicle driver or vehicle whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned **or leased** by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

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Legal 121.52, 121.53, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING (Ed Team) Approved JR
Code	po9270 Final
Status	
Adopted	December 9, 2019

9270 - **HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING**

The Board ~~**of Education**~~ encourages the enrollment of all school-age children residing in this District in public schools or in **a**~~**approved**~~ parochial or private school~~**s**~~ so that **such children**~~**they**~~ may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Private Education or Tribal School Education Students

The Board shall allow students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for private school or tribal school students.

The Board shall not allow any student who is being educated at a private school or a tribal school to participate~~,~~ in any of the District's non-WIAA sanctioned athletic or extra-curricular programs, unless the student's school is part of a Board approved cooperative agreement.

Home-Based Private Education Students

The Board shall allow a student receiving Home-Based private education to attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two (2) courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

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Legal	118.145(4), Wis. Stats.
	118.133, Wis. Stats.
	118.53, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS (Ed.Team) JR recommends approval. DW accepts.
Code	po9500 Final
Status	
Adopted	December 9, 2019

9500 - **RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS**

It is the policy of the Board ~~**of Education**~~ that strong lines of communication be maintained by the District with other districts and with institutions and organizations which provide District students with programs, training, or services not available in the District. **The Board also recognizes the value of these relationships in furtherance of educational research initiatives that provide benefit to the District staff and students.**

The District Administrator may enter into such cooperative agreements for the purpose of providing programs that correlate to the District's curriculum or co-curricular interests to better support student attainment of the educational outcomes established by the Board.

The Board sets the following expectations for a cooperative agreements:

A. The Wausau School District will not form a cooperative agreement for any activity which has adequate membership of WSD students.

B. Wausau students can not be displaced in any activity through formation of a cooperative agreement.

C. The cooperative group can not cut, limit or exclude students due to high number of participants.

D. The requesting school or organization must have written permission form the governing body.

Conflicting requests shall be evaluated based on relative value to District initiatives, students, and employees with priority given to project proposals from institutions located in and/or individuals residing in the District.

No administrator, staff member, or student will be required to participate against his/her will in a research project governed by this policy, and no District data shall be made available without first obtaining any required consent.

Routine District or Department of Public Instruction data-gathering activities are not affected by this policy.

All research results in final form will be made available to the District Administrator insofar as privacy law limitations allow.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS (Diana, Ed Team)--Approved with changes--Ed Team "District Administrator" option
Code	po9700 Final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

9700 - **RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS**

It is the policy of the Board that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of ~~**( ) the Board**~~ **(X–)** the District Administrator ~~**[END OF OPTION]or its delegated representative**~~; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board. **All crowdfunding activities are subject to Policy 6605 - Crowdfunding** ~~**( ) and AG 6605**~~**.**

No non-school affiliated group may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the District Administrator.

School District Referendum Advocacy

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

A. **Materials or Activities**

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the District Administrator on the basis of the proposed activities or materials educational contribution to part or all of the school program, benefit to students and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages or are designed to persuade students or staff members to acquire a particular product or service offered by a named individual, company, organization, association, or agency. Professional staff may, however, utilize political materials or those provided by special interest-groups in adopted courses of study with the approval of the principal.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

B. **Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;

2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

3. interrupt the regular school program;

4. involve any direct cost to the District unless the student body as a whole derives benefit from such activities;

5. cause the participants to leave the School District, unless the Board's Policy 2340 - Field and Other District-Sponsored Trips has been complied with in all aspects;

C. **Distribution/Posting of Literature**

The District Administrator shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 - School-Sponsored Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;

2. the school mail system is not used by students or staff for distribution of nonschool-related materials;

3. no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the District Administrator;

4. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated.

D. **Solicitation of Funds**

Because the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the District Administrator.
~~**OR**~~
~~**All crowdfunding activities are subject to the procedures/guidelines in AG 6605 - Crowdfunding.**~~

E. **Prizes/Scholarships/Other Awards**

The Board is appreciative of the generosity of organizations that offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes")

The District will periodically review its procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

F. **Surveys and Questionnaires**

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Student Privacy and Parental Access to Information.

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Legal 118.125, Wis. Stats.

Book	Policy Manual
Section	Policies for Keith to approve, 31-1 Technical Corrections
Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES
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9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

A. **Product Sales:**

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. **Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

C. **Indirect Advertising:**

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature;

If requested, the films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the

guidelines as set forth above.

No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the District Administrator. It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the specific written permission of the District Administrator.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.

B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.

C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.

D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.

E. No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate, or ballot initiative.

F. No advertisement may contain libelous material.

G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.

H. No advertisement shall be false, misleading or deceptive.

I. Each advertisement must be reviewed in advance for age appropriateness.

J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.

K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"), and must be age-appropriate.

L. Students shall not be required to advertise a product, service, company or industry.

M. Advertising will not be permitted on the outside or the inside of school buses.

N. The District Administrator is responsible for screening all advertising.

O. The District Administrator may require that samples of advertising be made available for inspection.

P. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.

Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

R. The advertiser must conform with all applicable laws and ordinances pertaining to signage and provide proof of having acquired the appropriate permits from local municipalities having jurisdiction.

Accounting

Advertising revenues must be properly reported and accounted for **per Board policy**.

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9800.01 - **VETERANS AS CLASSROOM VOLUNTEERS**

The Board ~~**of Education**~~ recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

The Board shall, concurrent with the Department of **Veterans Affairs**~~**Public Instruction**~~ presentation, award a Certificate of Achievement and Appreciation to any military veteran who meets the following criteria:

A. Veterans will go through the normal volunteer process of creating a volunteer account and completing a criminal background check.

B. The veteran completes twenty (20) hours of volunteer service in a District school during a school term.

C. The volunteer service consists of classroom service that involves direct interaction with students, and includes sharing the lessons the veteran learned from his/her military experience.

D. The veteran is not an employee of the School District during the term in which the volunteer service takes place.

E. The veteran has, by July 1st after the school term in which the volunteer service takes place, submitted to the Department of **Veterans Affairs**~~**Public Instruction**~~ a form signed by the school principal or the District Administrator verifying that the veteran has fulfilled the twenty (20) hours of volunteer service.

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Legal	45.09, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of DEFINITIONS
Code	po0100 Approve includes 31-1 udpate, Final
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0100 **- DEFINITIONS**

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

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

Administrative Guideline

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

Administrator

An employee who holds a position of leadership over a defined function or department of the District and who reports directly to the (X) District Administrator or Directors of Education.~~( ) Superintendent.~~

~~[ ] Administrators may include the following positions: ( ) School Business Manager, ( ) Director of Special Education and Pupil Services, ( ) Director of Instruction, ( ) Instructional Program Coordinator, ( ) Principal, ( ) Associate/Assistant Principal, ( ) _____. [END OF OPTION]~~

In policy (X) and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Apps and Web Services

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

Board

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

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.3)

District

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

District Administrator

The **administrative head** ~~**chief executive officer**~~ of the School District sometimes locally referred to as Superintendent.

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

Due Process

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

Full Board

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

Information Resources

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

Law Enforcement Officer(s) or Agency(ies)

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.**

May

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

Medical Advisor

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

Meeting

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

Parent

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

Personal Communication Devices

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

Policy

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

President

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

Principal

The educational leader and head administrator of one (1) or more District schools.

In policy **(X)** and administrative guidelines, **capitalization of the term Principal may imply~~implies~~ delegation of~~authority to delegate~~** responsibilities**, as appropriate,** to ~~**appropriate members of his/her**~~ staff **members**.

Professional Staff Member

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

Relative

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

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

Student

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

(X) Superintendent

Sometimes the administrative head of the School District is referred to as Superintendent, but has the authority of the District Administrator by law. In policy, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

Support Staff

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

Technology Resources

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

Treasurer

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

Vice-President

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

Voting

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

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.

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Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of BOARD POWERS
Code	po0122 Approve
Status	
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0122 - **BOARD POWERS**

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

The Board shall also authorize the development and promulgation of rules and guidelines by the District Administrator for the proper operation and management of the District, including the conduct of students while in school or enroute on school buses.

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Legal	120.13, Wis. Stats.

Book	Policy Manual
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Title	Copy of BYLAWS AND POLICIES
Code	po0131.1 Approve
Status	
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Last Revised	February 14, 2022

0131.1 - **BYLAWS AND POLICIES**

The Board shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute. In the event of any conflict between these bylaws and policies and any applicable law or regulation, including temporary emergency orders or mandates, the legal authority shall prevail.

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

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

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

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

Technical Corrections

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes **no later than** ~~at~~ the next regular Board meeting.

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Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of ELECTORAL PROCESS (Keith)
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0142.1 - **ELECTORAL PROCESS**

Members of the Board shall be elected annually at the spring election on the first Tuesday in April in a manner that is consistent with State law.

Declaration of Candidacy

If an incumbent fails to file a Declaration of Candidacy by the 5:00 P.M. deadline on the first Tuesday in January, candidates may file a Declaration of Candidacy within seventy-two (72) hours following the original Tuesday deadline.

In addition, if an incumbent files written notification that the incumbent is not a candidate for reelection to their office or fails to file a declaration of candidacy within the time prescribed by this paragraph, the District Clerk shall promptly provide public notice of that fact on the District's website or, if the District does not maintain a website, by posting notices in at least three (3) different locations within the District.

Declaration of Non-Candidacy

If an incumbent files a Declaration of Non-Candidacy no later than 5:00 P.M. on the 2nd Friday preceding the Tuesday deadline, there is no extension of the Tuesday deadline.

When the first Tuesday in January is a holiday the deadline becomes 5:00 P.M. the next day.

TC 11/9/20

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Legal	120.06 (1), 10.68 (5)(2b), Wis. Stats. 120.06 (6)(b), Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of AUTHORITY OF INDIVIDUAL BOARD MEMBERS (Keith)
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Last Revised	July 13, 2020

0143 - **AUTHORITY OF INDIVIDUAL BOARD MEMBERS**

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

~~**[Choose One Option]**~~

[X] Board member information requests will be considered under the procedures outlined in Bylaw 0143.2 - Board Member Information Requests.

~~**[ ] No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.**~~

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Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of BOARD MEMBER ETHICS (Keith)
Code	po0144.2 delete
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Adopted	December 9, 2019

~~**0144.2 - BOARD MEMBER ETHICS**~~

~~**School Board members are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Wisconsin and United States Constitutions, carry out impartially all applicable state and federal laws, observe in their official acts the highest ethical standards, and discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their official conduct should be above reproach so as to foster respect for the entire school system.**~~

~~**A School Board member should honor the authority and high responsibility that this membership demands by:**~~

A. ~~**Being prepared and attending each Board meeting.**~~

B. ~~**Always thinking in terms of the District's Mission Statement and Shared Key Interests.**~~

C. ~~**Understanding that the role of the School Board is "policy-making," planning, evaluation, and providing the necessary resources to effectively run the District.**~~

D. ~~**Maintaining a stature that is above political pressure and partisanship.**~~

E. ~~**Recognizing responsibility as a state official to seek improvement of education throughout Wisconsin.**~~

F. ~~**Keeping abreast of current District, state, and national educational issues.**~~

~~**Establishing fair and equitable terms and conditions of employment and evaluation for all school employees.**~~

~~**A School Board member should respect relationships of other Board members by:**~~

A. ~~**Working with the Board to establish effective Board policies by which the District Administrator can administer the schools.**~~

B. ~~**Recognizing that authority rests only with the Board in official meetings and that the individual member has no legal status to bind the Board outside of such meetings.**~~

C. ~~**Recognizing the integrity of predecessors and associates and the merit of their work.**~~

D. ~~**Refusing to make statements or promises relating to a vote on any matter that must come before the Board as a whole.**~~

E. ~~**Making decisions only after all facts bearing on the question have been presented and discussed.**~~

F. ~~**Considering alternative solutions to problems when appropriate.**~~

G. ~~**Setting high expectations for the work of the Board.**~~

H. ~~**Sharing the responsibility for all Board decisions, regardless of how you voted.**~~

I. ~~**Striving for teamwork.**~~

J. ~~**Respecting the opinion of others and by graciously conforming to the principle of "majority rule."**~~

K. ~~**Refusing to participate in secret or illegal meetings that are not officially posted and which all Board members and the public do not have the opportunity to attend.**~~

~~A School Board member should maintain desirable relations with the District Administrator and District staff by:~~

A. ~~Striving to recruit and hire when the vacancy exists, the best professional leader available as the District Administrator.~~

B. ~~Giving the District Administrator full administrative authority for properly discharging all professional duties and by also holding the District Administrator responsible for acceptable results.~~

C. ~~Acting upon the recommendation of the District Administrator in matters of employment or dismissal of school personnel.~~

D. ~~Having the District Administrator present at all meetings of the Board except when his/her contract and salary are under consideration.~~

E. ~~Referring all complaints to the proper administrative office.~~

F. ~~Supporting and respecting the District Administrator and other staff members, professionally and personally, so they can discharge their educational functions in a proper manner.~~

G. ~~Presenting personal criticisms of any employee directly to the District Administrator.~~

H. ~~Knowing the ONLY form of volunteering that a Board member can perform is providing infrequent assistance at school events/programs. Examples of infrequent assistance include school carnivals, assemblies, plays, award ceremonies, graduation ceremonies, reading to students as part of Read Across America, and interviewing students for mock employment/career planning. Board members are officers of the District and are perceived differently by District employees. Volunteering regularly in schools and classrooms places undue pressure on the principal, teachers, and staff. The seeds of favoritism, influence, and pressure exist when Board members are present and when Board members want to volunteer in schools on a regular basis.~~

~~A School Board member should meet community responsibilities by:~~

A. ~~Encouraging ideas and opinions from students, staff, and citizens of the District, and endeavor to incorporate their views in your deliberations and decisions.~~

B. ~~Attempting to appraise fairly both the present and future educational needs of the community.~~

C. ~~Communicating the goals and activities of the schools to the community.~~

D. ~~Insisting that all school business be transacted on an open and ethical basis.~~

E. ~~Vigorously seeking adequate financial support for the District.~~

F. ~~Taking no private action that will compromise the school system, the Board, or the Administration, and avoid being placed in a position of conflict of interest.~~

1. ~~Accepting no items or services of substantial value for private benefit, or for the benefit of the Board member's immediate family or associated organizations, if offered because of one's public position~~

2. ~~Accepting anything of value that could reasonably be expected to influence the Board member's vote, official action(s), or judgment.~~

3. ~~Accepting anything of value that could reasonably be considered a reward for official action(s).~~

G. ~~Respecting the confidentiality of information that is privileged.~~

H. ~~Obtaining the community's confidence by assuring that all efforts are being made in the best interests of students.~~

I. ~~Listening objectively and being respectful to constructive criticism.~~

J. ~~Being visible, approachable, and serve as an Ambassador to the District.~~

K. ~~**Consistently exhibiting public behavior that reflects well upon the District.**~~

~~**Legal Ref: Confidentiality: WI Statutes Chapters 48, 188, 895, 938**~~
~~**Conflict of Interest: WI Statutes Chapters 19, 118, 119, 175, 946**~~
~~**Open Meetings Law: WI Statutes Chapter 19**~~
~~**© Neola 2016**~~

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0144.3 - **CONFLICT OF INTEREST**

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

A. no Board member shall use his/her position as a Board member to obtain financial gain **or anything of substantial value** for himself/herself, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which s/he is associated;

B. **no Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the Board member's actions;**

C. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system and as a public officer;

D. when a member of the Board determines that the possibility of **such** a personal **or financial** interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency.

E. **Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the District in an amount that exceeds $15,000 annually or by participating in making or performing some function as a Board member with respect to a contract in which the Board member has a private pecuniary interest, unless statutory exceptions apply.**

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

Revised 7/13/20

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

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of SEXUAL AND OTHER FORMS OF HARASSMENT (Keith, Tabatha)
Code	po0145 Approve Final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

0145 - **BOARD MEMBER ANTI-~~SEXUAL AND OTHER FORMS OF~~ HARASSMENT**

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

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, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as **T**~~t~~hird **P**~~p~~arties, 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 harassment of a District staff member, student (X) or another Board member ~~[END OF OPTION]~~ by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student (X) or another Board member, ~~[END OF OPTION]~~ will be subject to discipline by the Board and may be reported to law enforcement authorities. ~~[NOTE: Select the following option only if the Board has adopted Policy 0144.5].~~ (x) (See Policy 0144.5 - Board Member Behavior and Code of Conduct)

The Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. (See also Policy 1422 - Nondiscrimination and Equal Employment Opportunity, Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, Policy 3122 - Nondiscrimination and Equal Employment Opportunity, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity)

Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct based on sex or one of the other Protected Classes referenced above, is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment.(See also Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members)

~~**The harassment of a District staff member, student or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student or another Board member, will be subject to discipline by the Board and may be reported to law enforcement authorities. (See Bylaw 0144.5 - Board Member Behavior and Code of Conduct)**~~

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Legal	118.13, 120.13(1), 111.32(13), 111.36(1) Wis. Stats. P.I. 9, Wis. Adm. Code Title IX Education Amendments of 1972, Chapter 227

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of ANNUAL SCHOOL DISTRICT MEETING
Code	po0151 Approve
Status	
Adopted	December 9, 2019

0151 - **ANNUAL SCHOOL DISTRICT MEETING**

Common school districts ~~**The Board of Education**~~ shall hold an annual meeting on a date set by the electors at any annual meeting sand time for subsequent meetings or authorize the Board to set a different date and time for subsequent meetings, but in no case shall the annual meeting be held earlier than May 15th or later than October 31st. The meeting shall be held for the purposes prescribed by 120.08, 120.09, Wis. Stats. The meeting shall be called to order by the ranking officer of the Board who shall serve as presiding officer until the election of a chairperson.

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Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of OFFICERS (Keith)
Code	po0152 Approve
Status	
Adopted	December 9, 2019

0152 - **OFFICERS**

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

19.88(1), Wis. Stats.
120.05, Wis. Stats.

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

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

The Board shall, in addition to other statutory requirements:

A. designate depositories for school funds;

B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;

C. designate a day, place, and time for regular meetings which shall be held at least once every month;

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

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of NOTICE OF REGULAR MEETINGS (Keith)
Code	po0165.1 Approve
Status	
Adopted	December 9, 2019

0165.1 - **NOTICE OF ~~REGULAR~~ MEETINGS**

Public notice of all **Board** meetings**, (X) and other meetings subject to Policy 8309 - Open Meetings for Non-Board Committees, [END OF OPTION]** shall be given pursuant to statute.
Such notice shall be given, without cost, to any news media which submits a written request for meeting notices and to a news medium likely to give notice in the District's geographic area. In addition, such notice shall be made public in at least one of the following ways:

A. **posting the notice in at least three (3) public places likely to give notice to persons affected;**

B. **[X] The notice shall be given, without cost, to the District's official newspaper, the Wausau Daily Herald . [DRAFTING NOTE: The official newspaper of the District, if required according to criteria in 985.05, Wis. Stats.]**

The notice shall list the date, time, place, and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

"Upon request to the Board Clerk or designee, 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."

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Legal

19.84, Wis. Stats.

120.11(4), Wis. Stats.

985.05(3), Wis. Stats.

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of CHANGE OF REGULAR MEETINGS
Code	po0165.2 Approve
Status	
Adopted	December 9, 2019

0165.2 - **CHANGE OF REGULAR MEETINGS**

If the Board adopts a resolution changing the date, time, or place of a regularly-scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. **Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (see also Policy 0166 - Agenda)** ~~**Said notice shall be posted in such places as the Board may determine. Said notice shall be posted at least twenty-four (24) hours before the rescheduled meeting.**~~

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Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of PUBLIC COMMENT AT BOARD MEETINGS (Keith)
Code	po0167.3 Approve Production Office - fix formatting toward bottom of policy
Status	
Adopted	December 9, 2019
Last Revised	October 11, 2021

0167.3 - **PUBLIC COMMENT AT BOARD MEETINGS**

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

Public Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any meeting of the Board and publish rules to govern such comment in Board meetings.

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

The presiding officer shall be guided by the following rules:

A. Public comment shall be permitted as indicated on the order of business, before the Board takes official action on any issue of substance, and/or at the discretion of the presiding officer.

B. Anyone having a legitimate interest in the actions of the Board may comment during the public portion of a meeting.

C. Attendees must register their intention to comment in the public portion of the meeting prior to the start of the meeting.

D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and/or group affiliation, if and when appropriate.

E. Each statement made by a participant shall be limited to three (3) minutes duration.

F. No participant may speak more than once on the same topic at the same meeting.

G. Speakers shall direct all comments to the Board and not to staff or other participants. Public comments identifying specific personnel or students by name or through the use of sufficiently detailed description so as to identify the individual staff or student referenced are not appropriate subjects for presentation to the Board and should be referred to the superintendent’s office. Comments will be rejected if the content is reasonable interpreted to constitute discriminatory or harassing statements on the basis of any protected classification identified in District policy, or constitute threats, intimidation, obscene or of a sexual nature, or that are otherwise inappropriate for the forum of a public Board meeting. Speakers bear the personal risk if anything he/she says during the public comment period is defamatory, slanderous, or otherwise harmful to another individual. The presiding officer values civil discourse and may interrupt, terminate, or prohibit comments that do not adhere to the rules. No comment will be excluded based on the commenter's particular viewpoint or perspective on a topic.

H. Participants shall address only topics within the legitimate jurisdiction of the Board.

I. The presiding officer may:

1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;

2. request any individual to leave the meeting when that person does not observe reasonable decorum;

3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;

4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;

5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

J. The portion of the meeting during which the comment of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board.

K. **(X) The Board may authorize administration to arrange for the recording, filming, photographing, broadcasting, or live streaming of open sessions of Board meetings.**

L. **(X) Signage, banners, or other material which impedes any person's view of the proceedings, including a Board member's view, shall be relocated so as not to obstruct views.**

Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review the possible placement of the equipment, and must agree to abide by the following conditions:

1. No obstructions are created between the Board and the audience.

2. No interviews are conducted in the meeting room while the Board is in session.

3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

M. Written public comment may be submitted via electronic form on the District website. The written comments will be shared with the Board and uploaded in redacted format to the District website following the meeting; however, the comments will not be read aloud at the meeting.

1. The required fields to submit written public comment shall be:

   a. Name

   b. Home Address

   c. Email Address

   d. Public Comment Content

2. The public comment must be submitted by 3 pm prior to the meeting in order for it to be recognized for that meeting.

3. Comments may not exceed 350 words in length.

4. Comments must be related to a matter on the agenda for the Board meeting which the comment was submitted, or if not on the current agenda, the comment must pertain to a matter within the scope of the Board's authority.

5. The content of the written public comment is held to the same standards as in sub section G.

6. Public comments may not be submitted anonymously, but rather must identify the commenter and home address. Home address and personal email addresses will be redacted prior to publishing the written public comment on the website, however, anonymity is not guaranteed and commenters are reminded that once submitted, the public comment is subject to the Public Records Laws.

N. Board members participating as speakers during a period of public comment may violate Wisconsin's Open Meetings Law. A Board member who participates as a speaker during a period of public comment does so at their own peril under the law, and without the endorsement of the Board's members or the Board as a whole. In addition, any statement(s) made by a Board

member participating as a speaker during a period of public comment do not necessarily represent the position of the Board's members or the Board as a whole, and shall in no event be binding on the Board.

Revised 7/13/20
Revised 11/9/20

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Legal 19.90, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of PRESIDENT (Keith)
Code	po0171.1 Approve
Status	
Adopted	December 9, 2019

0171.1 - **PRESIDENT**

The President of the Board ~~**of Education**~~ shall:

A. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;

B. countersign all checks, share drafts, or other drafts for disbursement of District funds;

C. defend on behalf of the District all actions brought against it;

D. prosecute, when authorized by an annual meeting of the **District**~~**School Board**~~, actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 and 121 in which the District has an interest;

E. perform other duties appropriate to the office of the President under 120.15 Wis. Stats.

In the absence of the Clerk and Vice-President, the Board President may assume the responsibilities assigned to the Clerk in his/her absence or delegate the Clerk's responsibilities to another Board member.

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Legal	120.15, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of CONFLICT OF INTEREST (Keith)
Code	po1130 Approve
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

1130 - ETHICS AND CONFLICT OF INTEREST

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

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

A. No administrative employee, officer, or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities in the school system. **Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds** ~~This includes not only those interests that violate state criminal law, which typically requires at least~~ $15,000 ~~in financial interest~~, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private **pecuniary interest and/or** benefit.

B. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, **or anything of substantial value** or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

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

   1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the administrator's regular duties

   2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees

   3. the use, sale, or improper divulging of any privileged information through their access to School District records, about a student or client, gained in the course of the administrative employee's, officer's or agent's employment or professional relationship with the School District

   4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

   5. the requirement of employees, students or clients to purchase any private goods or services provided by an administrative employee, officer or agent or any business or professional practitioner with whom any employee, officer

or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

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

D. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

E. Administrative employees, officers, and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract.

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

   However, pursuant to Federal rules, the School District has set standards for when an administrative employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $25.00 or less.

F. Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

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

G. Administrative employees, officers and agents found to be in violation of this conflict of interest policy may be subject to disciplinary action.

No administrative employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the administrator will receive compensation for such outside activity or not, without first providing notice to the District Administrator, or in the case of the District Administrator, such notice must be provided to the Board.

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

It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use their public position to obtain a financial gain or anything of substantial value for themselves or their immediate family, as defined in 19.42(7), Wis. Stats.

Revised 7/13/20

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

2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP (Keith)
Code	po1210 Approve
Status	
Adopted	December 9, 2019

1210 - **BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP**

The Board ~~**of Education**~~ believes that, in general, it is the primary duty of the Board to establish policies and that of the District Administrator to administer such policies. Policy should not be originated or changed without the input or recommendation of the District Administrator. The District Administrator should be given the latitude to determine the best method of implementing the policies of the Board.

The District Administrator, as the chief administrative officer of the ~~**School**~~ District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities, including the development of administrative guidelines consistent with Policy 1230.01 – Development of Administrative Guidelines.

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

In the interests of promoting and maintaining a healthy and productive work environment, the District Administrator shall report to the Board President any information regarding Board member conduct in violation of Policy 3362.01 - Threatening Behavior Toward Staff Members, Policy 4362.01 - Threatening Behavior Toward Staff Members, or Bylaw 0144.5 - Board Member Behavior and Code of Conduct. If such a report involves the Board President, the Board Vice-President shall be notified.

The Board is responsible for determining the success of the District Administrator in meeting the goals established by the Board through annual evaluations of the District Administrator's performance.

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Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422 Final
Status	

1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board does not discriminate in the employment of administrative staff on the basis of ~~the Protected Classes of~~ race, color, national origin, age, sex (including ~~trans~~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**~~characteristic protected by law in its employment practices~~.

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").

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

Christopher Nyman
Coordinator of Professional Learning
715-261-0551
415 Seymour Street, Wausau, WI 54403
cnyman@wausauschools.org

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

A. in the staff handbooks.

B. on the School District's website.

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

Reports and Complaints of ~~Unlawful~~ Discrimination and Retaliation

Employees are **required to**~~expected to promptly~~ report incidents of ~~unlawful~~ 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**~~complaint~~ shall file it with the CO at **the employee's**~~his/her~~ first opportunity, but no later than two (2) ~~business~~ 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 ~~unlawfully~~ discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the **Complainant's**~~complaining individual's~~ employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to ~~unlawful~~ discrimination/retaliation. COs shall accept **reports**~~complaints~~ of ~~unlawful~~ 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**~~(District employees, students, parent(s), and member of the Board), a resident of the District, or a visitor to the District~~. Upon receipt of a **report of alleged discrimination/retaliation**~~complaint~~, **the**~~either directly or through a school building administrator, a~~ 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)**~~investigation~~, or ~~[ ] Option 1 the CO will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. [END OF OPTION 1]~~ **[x] Option 2 the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation.** ~~[END OF OPTION 2]the CO will designate a specific individual to conduct such a process.~~ The

CO will provide a copy of this policy to **the Complainant and the Respondent upon request.**~~any person who files a complaint~~. ~~All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.~~

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

Investigation and Complaint Procedure (See Form 1422 F2)

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~~Any employee who believes that s/he has been~~ subjected to ~~unlawful~~ discrimination or retaliation may seek resolution of **the**~~his/her~~ 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) ~~business~~ days of the complaint being received).

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

Complaint Procedure

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

Due to the sensitivity surrounding complaints of ~~unlawful~~ discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals **are encouraged**~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory 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**~~within~~ two (2) ~~business~~ 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**~~it is available~~: the identity of the **Respondent**~~individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct~~; a detailed description of the facts upon which the complaint is based **(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**~~person who allegedly engaged in the misconduct~~. In making such a determination, the CO should consult the Complainant to assess **whether the individual agrees with**~~his/her position to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO ~~may~~ still **may** take whatever actions **are deemed**~~s/he deems~~ appropriate in consultation with the District Administrator.

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

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

~~Although certain cases may require additional time, the CO [ ] [OPTION 1]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.~~ [x] [OPTION 2] 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. [END OF OPTIONS]~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:~~

The investigation will include:

A. interviews with the Complainant;

B. interviews with the Respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

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

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

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

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

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

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

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) ~~business~~ days of the party's~~his/her~~ receipt of the District Administrator's ~~final~~ decision. The written statement of appeal must be submitted to the District Administrator, 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) ~~**business**~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) ~~**business**~~ days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of ~~**unlawful**~~ discrimination/retaliation regardless of whether the **Complainant**~~**employee alleging the misconduct**~~ pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board **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**~~**procedure**~~ is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

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

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. **Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.**~~**Additionally, the Respondent must be provided the Complainant's identityAll Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.**~~

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

Remedial Action~~**Sanctions**~~ **and Monitoring**

~~**The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.**~~

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 District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where 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**~~**remedial**~~ action has been taken against **the Respondent**~~**an employee**~~, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

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

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 ~~**unlawful**~~ discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all ~~**information,**~~ documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and**/or** received as part of an investigation, **which may include**~~**including,**~~ 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**~~interim~~ measures offered and/or provided to **the Complainant and/or the Respondent**~~complainants~~, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

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

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.**~~; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]~~

~~[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

Q. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

R. **(x) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**

S. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**

T. **(x) copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;**

U. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

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

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

111.31 et seq., Wis. Stats.
111.335(d)(2), Wis. Stats.
118.125, Wis. Stats.
118.195, Wis. Stats.
118.20, Wis. Stats.
Fourteenth Amendment, U.S. Constitution
~~20 U.S.C. Section 1681, Title IX of Education Amendment Act~~
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
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. 6101 et seq., Age Discrimination Act of 1975~~
~~42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended~~

~~34 C.F.R. Part 110 (7/27/93)~~
42 U.S.C. 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 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended~~
29 C.F.R. Part 1635, The GINA Regulations
34 C.F.R. Part 110, The Age Discrimination Act Regulations

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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

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po1422.02 Final
Status	
Adopted	December 9, 2019

1422.02 - **NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

The Board ~~of Education~~ prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify **applicants or** employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of **the person as** an employee ~~as an employee~~, based on genetic information. Harassment of a person because of ~~his/her~~ genetic information ~~is~~ also **is** prohibited. Likewise, retaliation against **a person for identifying, objecting to, or filing a complaint concerning a violation of this policy** ~~an applicant or employee for engaging in protected activity~~ is prohibited.

The identity of the Compliance Officer (see Policy 1422 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with **Title II of** the Genetic Information Nondiscrimination Act **of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635** (**"**GINA**"**), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with **GINA** ~~this Act~~, **applicants and** employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be **provided** ~~acquired~~ as part of the certification process for FMLA leave, **or** when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application **for employment** process. **Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a District employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the District.**

The **Board** ~~District~~ recognizes that genetic information may be acquired through commercially and publicly available **media including** ~~documents like~~ newspapers, books, magazines, periodicals, television shows or the Internet. The **Board** ~~District~~ prohibits~~, however,~~ **District** ~~its~~ employees **and agents including commercial background investigation agents** from searching **these** ~~such~~ sources with the intent of finding or obtaining genetic information**,** or accessing sources from which they are likely to acquire genetic information. **If genetic information about an employee or applicant is obtained in error, it shall be redacted immediately and not shared beyond the point of first receipt.**

As used in this policy, "~~G~~**g**enetic information~~,~~" ~~as defined by GINA,~~ means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for~~,~~ or receipt of~~,~~ genetic services~~,~~ or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA.

If the **District's employees or agents**~~District either~~ legally and/or inadvertently receive~~s~~ genetic information about an employee or applicant ~~for employment from the employee~~, ~~applicant for employment, or a medical provider~~ it shall be treated as a confidential medical record in accordance with law.

The **District's**~~District Administrator shall appoint a~~ **C**~~c~~ompliance **O**~~o~~fficer **(see Policy 1422 - Nondiscrimination and Equal Employment Opportunity) is**~~who shall be~~ responsible for overseeing the **Board**~~District~~'s compliance with **this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the Board's compliance with GINA**~~Federal regulations and promptly dealing with any inquiries or complaints~~. **This person shall be responsible for working with the Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer**~~S/He shall~~ also **shall** verify that proper notice of nondiscrimination for Title II of **GINA**~~the Genetic Information Nondiscrimination Act of 2008~~ is provided to staff members, and that all ~~District~~ requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) **are**~~is~~ accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

> **Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement**
>
> The Genetic Information Nondiscrimination Act of 2008 **or** ~~(~~**"**GINA**"**~~)~~ prohibits employers and other entities covered by **the law**~~GINA Title II~~, including the Board ~~of Education~~, from requesting or requiring genetic information of an **employee or applicant**~~individual~~ or family member of **an employee or applicant**~~the individual~~, except as specifically allowed by law. To comply with **GINA**~~this law~~, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. **Questions concerning compliance with the requirements of GINA may be directed to the Compliance Officer at 715-261-0520.**~~[phone.]~~

The **Board**~~District~~ offers health services, including a wellness program. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the **District**~~Board~~ **and no applicant or employee shall be identified or identifiable from the reported information**.

The grievance procedure for complaints of discrimination in Policy 1422 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if an employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

42 U.S.C. 2000ff et seq.
Title II, The Genetic Information Nondiscrimination Act **of 2008**
29 C.F.R. Part 1635

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42 U.S.C. 2000ff et seq.

Title II, The Genetic Information Nondiscrimination Act of 2008

29 C.F.R. Part 1635

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of PHYSICAL EXAMINATION (Tabatha)
Code	po1460 includes 30-2 Tech Corrections update, Final
Status	
Adopted	December 9, 2019

1460 - **PHYSICAL EXAMINATION**

The Board requires any candidate who has been offered employment **in a position that involves contact with children or the preparation of food for children**, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire**, subject to further tests, in order to determine the physical capacity to perform assigned duties**. **Additional testing may be required to assure freedom from tuberculosis in communicable form.** **Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.**

[ ] The Board requires every employee to undergo a physical examination as a condition of ongoing employment every _____ years of employment. [END OF OPTION]

No physical examination may be required of any employee who has filed an affidavit with the District Administrator _____ requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.

[x] The District Administrator may establish additional physical examination requirements for positions requiring particular demands or as may otherwise be required by law. Any fitness for duty examination shall be job related and out of necessity for safe and proper performance of job duties. [END OF OPTION]

Freedom from tuberculosis in a communicable form is a condition of employment.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator **or his/her designee** to speak to the health care provider who conducted the medical examination in order to get clarification (see Form 1460 F2).

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 1422.02 the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

The results of any physical examination conducted in the course of the employment process shall be solely for the purpose of determining employment eligibility or as may otherwise be required by law. Consideration of physical information in employment shall be consistent with the Americans with Disabilities Act (ADA) as amended and the Wisconsin Fair Employment Act (WFEA).

In the event of a report of a condition that could influence job performance of the District Administrator, the Board President shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.

In the event of a report of a condition that could influence job performance of an administrator other than the District Administrator, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job

~~**responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.**~~

~~**Freedom from tuberculosis in a communicable form is a condition of employment.**~~

The Board shall assume any fees for required examinations.

118.25, Wis. Stats.
118.25(2)(a), Wis. Stats.
121.52(~~**b**~~**3**), Wis. Stats.
29 C.F.R. Part 1630
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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Legal	118.25, Wis. Stats.
	118.25(2)(a), Wis. Stats.
	121.52(b), Wis. Stats.
	29 C.F.R. Part 1630
	29 C.F.R. Part 1635
	42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - EMPLOYEE ANTI-HARASSMENT
Code	po1662 Final
Status	

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 ~~trans~~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**~~Protected ClassesCharacteristics~~), and encourages those within the School District community as well as **T**~~t~~hird **P**~~p~~arties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and**,** in those cases where harassment is substantiated, ~~the Board will~~ take immediate steps ~~calculated~~ to end the harassment, prevent its reoccurrence, and~~, if applicable,~~ remedy its effects.

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

~~**[ ] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.**~~

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

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

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

A. ~~**places a school employee in reasonable fear of harm to his/her person or damage to his/her property;**~~

B. ~~**is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;**~~

C. ~~**has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.**~~

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

A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;

B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;

C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;

D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;

E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;

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

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

Sexual Harassment covered by Policy 2266 (x)/AG 2266 [END OF OPTION] – 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 (x)/AG 2266 [END OF OPTION] - 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**~~**assault**~~;

C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions ~~**of a sexual nature**~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, **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**~~**videotapes**~~, **posters,** audio recordings, or literature~~,~~ placed in the work ~~**or educational**~~ environment **that reasonably may embarrass or offend individuals;**~~**, remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;**~~

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; ~~and~~

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.

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

Religious (Creed) Harassment

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

National Origin/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**~~**disabling condition**~~ or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

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 or COs):

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

Christopher Nyman
Coordinator of Professional Learning
715-261-0551

415 Seymour Street, Wausau, WI 54403
cnyman@wausauschools.org

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

A. in the parent and staff handbooks.

B. 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 ~~[ ] Option 1 the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. [END OF OPTION 1]~~ x] Option 2 the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2] 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 District Administrator 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 ~~**and third parties, which includes all staff,**~~ **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**~~**complaint**~~ shall file it with the ~~**District's**~~ Compliance Officer **within two (2) days of receiving the report of harassment**~~**at his/her first opportunity**~~.

Members of the School District community **and Third Parties**~~**or third parties**~~ who believe they have been harassed by another member of the School District community or a **Third Party**~~**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**~~**complaining individual'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 District Administrator, **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.** ~~**for such complaints.**~~

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

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

~~**District Compliance Officers**~~

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

~~**[NOTE: School Districts are advised to appoint both a male and a female CO in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) COs, there should always be a CO available to investigate or to assist the District Administrator in investigating a claim of discrimination that pertains to the other CO.]**~~

~~**(Name)**~~

~~**(School District Title)**~~

~~**(Telephone Number)**~~

~~**(Office Address)**~~

~~**(E-mail Address)**~~

~~**(Name)**~~

~~**(School District Title)**~~

~~**(Telephone Number)**~~

~~_____~~
~~(Office Address)~~

~~_____~~
~~(E-mail Address)~~

~~The names, titles, and contact information of these individuals will be published annually: [NOTE: Select more than one (1) option]~~

A. ~~( ) in the parent and staff handbooks.~~

B. ~~( ) in the School District Annual Report to the public.~~

C. ~~( ) on the School District's website.~~

D. ~~( ) on each individual school's website.~~

E. ~~( ) in the School District's calendar.~~

F. ~~( ) _____.~~

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

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

Investigation and Complaint Procedure (see Form 1662 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, a~~A~~ny employee or other member of the School District community or **Third Party (e.g.,** visitor to the District**)** who believes that **they have**~~s/he has~~ been subjected to harassment or has witnessed harassment of another may seek resolution of **the**~~his/her~~ complaint through the procedures ~~as~~ 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.**~~Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.~~

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

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of 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~~An individual who believes s/he has been subjected to harassment hereinafter referred to as the Complainant,~~ **who alleges harassment based on a protected class or retaliation** may file a complaint, either orally or in writing**: 1)** with a ~~teacher,~~ Principal**; 2) directly to one of the** ~~,~~ CO**s;**~~,~~ **or 3) to the** District Administrator~~,~~ or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who ~~may~~ **will consult**~~, in consultation~~ with the other **appointed/designated** CO, if any, **and if necessary appoint/designate another individual to serve in the role of CO** ~~assume the role of the CO~~ for ~~such~~ **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) ~~calendar~~ days after the conduct occurs

while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) ~~business~~ days.

Throughout the course of the process as described herein, the CO should keep the parties **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**~~it is available~~: the identity of the **Respondent**~~individual believed to have engaged in, or be actively engaging in, harassment~~; 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**; 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**~~alleged harasser~~. In making such a determination, the CO should consult the Complainant to assess **whether the individual agrees with**~~his/her position to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions **deemed**~~s/he deems~~ appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the **C**~~c~~omplainant or **R**~~r~~espondent.

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

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

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

~~Although certain cases may require additional time, the CO [ ] [OPTION 1]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.~~ **[x [OPTION 2] 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. [END OF OPTIONS]**
~~Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment.~~

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

A. interview**(**s**)** with the Complainant;

B. interview**(**s**)** with the **R**~~r~~espondent;

C. interviews with any other witnesses who ~~may~~ 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, **R**~~r~~espondent, 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 District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the **Respondent engaged in harassment of or retaliation toward the Complainant**~~Complainant has been subjected to harassment~~. 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 District Administrator.

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

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

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

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

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or **T**~~**t**~~hird **P**~~**p**~~arty 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 ~~**School**~~ District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the Complainant, the **R**~~**r**~~espondent, 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.**~~**All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.**~~

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

Directives During Investigation

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

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

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

Remedial Action~~Sanctions~~ and Monitoring

~~**The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment.**~~
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 District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

Retaliation

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

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in 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 District Administrator shall be advised that local law enforcement was notified.

If the Complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the Board President and the Board's 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 District Administrator.

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

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 ~~information,~~ 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**~~including,~~ 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**~~interim~~ measures offered and/or provided to **Complainant and/or the Respondent**~~Complainants~~, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

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

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.**~~; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.][DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

Q. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

R. **(x) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**

S. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**

T. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

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

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

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

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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

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of CURRICULUM DEVELOPMENT (Ed. Team) JR Approve
Code	po2210 Final
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

2210 - **CURRICULUM DEVELOPMENT**

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the District Administrator.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

A. the courses of study, subjects, classes, and organized activities provided by the school;

B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;

C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;

D. the plan for learning necessary to accomplish the educational goals of the District;

E. 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 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. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;

F. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;

G. utilizes a variety of learning resources to accomplish the educational goals;

H. encourages students to utilize school counseling services in their academic and career planning; in the elementary grades, provides regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music; in grades 5 to 8, provides regular instruction in language arts, social studies, mathematics, science, health,

physical education, art and music;

I. in the elementary grades, provides regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;

J. in grades 5 to 8, provides regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;

K. in grades 9 to 12, provides access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;

L. provides regular instruction in foreign language in grades 7 and 8;

M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in ~~**Wis. Stats.**~~ 253.15 (5)**, Wis. Stats.**;

N. **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 effective with the 2022-23 school year;**

O. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;

P. 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;

Q. 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.

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

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

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

The District Administrator shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs before it is initiated.

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

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

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

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

PI 8.01(2)(L)

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of CONTROVERSIAL ISSUES IN THE CLASSROOM (Ed. Team) JR Approved
Code	po2240
Status	
Adopted	December 9, 2019

2240 - **CONTROVERSIAL ISSUES IN THE CLASSROOM**

The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the **District~~schools~~**.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion and likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

A. is related to the instructional goals of the course of study and level of maturity of the students;

B. does not tend to indoctrinate or persuade students to a particular point of view; and

C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

D. **does not cause a substantial disruption in the school environment.**

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction**, relate to the topic of instruction, and do not cause substantial disruption to the school environment**.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any controversial issue in the classroom or in the course of professional duties, a teacher may not express a personal opinion, so that students are encouraged to develop their own opinion instead of relying on the opinion of a trusted teacher.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes/lesson for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

The District Administrator shall develop administrative guidelines for dealing with controversial issues. (See also Policy 3310 – Employee Expression in Noninstructional Settings)

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Legal	Garcetti v. Ceballos, 126 S. Ct. 1951 (2006)

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (Tabatha, Ed Team) JR Approved
Code	po2266 include 31-1 update, Final
Status	
Adopted	November 9, 2020

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/Administrator 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/Administrator 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 or more of the following:

A. A Board employee conditioning the provision of an 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 **the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a 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**~~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 **nonforcible** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.

    f. *Statutory Rape* is **nonforcible** sexual intercourse with a person who is under the statutory age of consent as defined by Wis. Stat. §§ 948.02 or 948.09, or whose status as a student prohibits such sexual contact per Wis. Stat. §948.095.

    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.

Third Parties: "Third **P~~p~~**arties" 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).

Inculpatory Evidence: "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged sexual harassment.

Exculpatory Evidence: "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of sexual 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 Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays),

Eligible Student: "Eligible student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Tammy Bents
Employee Relations Specialist
715-261-0523
415 Seymour Street, Wausau, WI 54403
tbents@wausauschools.org

Christopher Nyman
Coordinator of Professional Learning
715-261-0551
415 Seymour Street, Wausau, WI 54403
cnyman@wausauschools.org

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a Respondent. In such matters, the Title IX Coordinator shall report directly to **the** ~~x]~~ Board President. Questions about this policy should be directed to the Title IX Coordinator.

The District Administrator 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 Wausau 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) is/are:*
>
> > *NAME(S)*
> >
> > *TITLE(S)*
> >
> > *PHONE NUMBER(S)*
> >
> > *OFFICE ADDRESS(ES)*
> >
> > *EMAIL ADDRESS(ES)*
>
> *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 that provides 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 is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.boarddocs.com/wi/waus/Board.nsf/Public. The grievance process specifically addresses 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 District Administrator shall also prominently display the Title IX Coordinator's(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. alleged victim(s), 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 other Title IX Coordinator, or another Board employee who, in turn, will notify the District Administrator of the report. The other Title IX Coordinator will then 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 **T**~~t~~hird **P**~~p~~arties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or **T**~~t~~hird-**P**~~p~~arty Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or **T**~~t~~hird **P**~~p~~arty'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 **T**~~t~~hird-**P**~~p~~arty 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 (x) and/or administrative guidelines, the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

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 notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the 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 (i.e., within two (2) days) of the Title IX Coordinator's receipt of the report of Sexual Harassment) 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 other Title IX Coordinator who will then proceed with 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, 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/Administrator 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/Administrator 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 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 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/Administrator 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. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular ''party,'' ''Complainant,'' or ''Respondent'' include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

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. Whether a person is allowed to audio record or video record any meeting or grievance proceeding will be consistent with the procedures established in Board Policy 2461 – Recording of IEP Team Meetings.

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) days' 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).

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 District Administrator 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 5610.02 – 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. suspension with pay;

G. suspension without pay;

H. termination, and any other sanction authorized by any applicable Employee/Administrator 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 District Administrator 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. If the District Administrator is the Respondent, the Title IX Coordinator will notify the Board President of the recommended remedies for consideration and, if necessary and appropriate, implementation 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 **T**~~t~~hird-**P**~~p~~arty vendor or contractor;

C. mandatory monitoring of the **T**~~t~~hird-**P**~~p~~arty while on school property and/or while working/interacting with students;

D. restriction/prohibition on the **T**~~t~~hird-**P**~~p~~arty's ability to be on school property; and

E. any combination of the same.

If the decision-maker(s) determines the **T**~~t~~hird-**P**~~p~~arty 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 District Administrator 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 District Administrator (or the Board when the District Administrator is the Respondent) 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**~~**s/he**~~ 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, the District Administrator 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, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against **C**omplainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

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 District Administrator (or the Board when the District Administrator is the Respondent) from **implementing appropriate remedies, excluding disciplinary sanctions, while the appeal is pending.**~~**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.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5)days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

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, proceeding, or hearing 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 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.

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, 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, hearing, 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, decisionmakers, 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 District Administrator 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 District Administrator 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.

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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)

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of CAREER AND TECHNICAL EDUCATION PROGRAM
Code	po2421 Approve
Status	
Adopted	December 9, 2019

2421 - **CAREER AND TECHNICAL EDUCATION PROGRAM**

The mission of career and technical education is to develop the whole person with the integration and application of transferable skills and knowledge following the Career and Technical Education Academic State Standards.

The District's curriculum will provide every student with the opportunity to participate in learning experiences, to explore potential careers and, when appropriate, acquire the occupational skills necessary for the transition from school to the world of work.

For purposes of this policy, "career and technical education" shall be defined as a program designed to provide educational experiences and guidance for students to plan and prepare for a future:

A. in the labor market as employable individuals immediately after graduation with productive, saleable skills;

B. in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;

C. in the world of work while continuing their education in order to help offset higher education expenses.

The Board shall provide, a career and technical education program which shall include:

A. Technology and Engineering Education;

B. Agriculture, Food, and Natural Resources Education;

C. Family and Consumer Sciences Education;

D. Business and Information Technology Education;

E. Marketing, Management and Entrepreneurship Education;

F. Health Science Education;

The Board directs that any efforts to recruit students to participate in a particular career and technical education program must include literature and comparable recruitment efforts for students with disabilities in a format and context in which they can communicate.

The career and technical education program may also include:

A. **(X) integration with Early College Credit or Start College Now programs~~a shared-time program outside of school~~**;

B. **(X) paid or unpaid youth work-based learning opportunity;**

C. a work-study program involving the employment of qualified students.

The programs are available to students without regard to race; color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). The District Administrator is to ensure that application forms for work-study

programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of nondiscrimination based on the Protected Classes prior to the time the students are selected and/or assigned.

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Legal

118.01(2)(b), 118.15(1)(b), Wis. Stats.

P.I. 8.01(2)(k)(2b), 8.01(2)(l), Wis. Adm. Code

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Ed Team) Approve with no AG needed
Code	po2430
Status	
Adopted	December 9, 2019
Last Revised	February 14, 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 directly related to the **District's** curriculum **and/or mission**.

The purpose of **District-sponsored** ~~curricular-related~~ 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 ~~directly~~ 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 District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, **District-sponsored** ~~curricular-related~~ activities are **typically** ~~defined as~~ 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 ~~curricular-related~~ 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 District Administrator.

Such activities, along with **competitive** extra-curricular activities**/athletics** ~~(not directly related to courses of study)~~, 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.

Non-District-sponsored ~~Noncurricular,~~ 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 an activity during the hours s/he is functioning as a member of the staff.

No nondistrict-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.

In addition to the eligibility requirements established by the Wisconsin Interscholastic Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student must be in good standing based on the criteria set forth in the school activity code.

An exception may be made by the principal or activities director.

Students shall be fully informed of the curricular-related 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 District Administrator shall prepare administrative guidelines to implement a program of curricular-related 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-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

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Legal 120.12(23), Wis. Stats.

P.L. 98-377

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of INTERSCHOLASTIC ATHLETICS Approved with Changes
Code	po2431 Final
Status	
Adopted	December 9, 2019

2431 - **INTERSCHOLASTIC ATHLETICS**

The Board ~~**of Education**~~ recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach skills and the values of competition and good sportsmanship.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The District Administrator is to develop guidelines for coaches to follow which will ensure that as many students as possible have the opportunity to play, so they have the opportunity to benefit from the learning experience.

The Board further adopts those eligibility standards set by the Constitution of the Wisconsin Interscholastic Athletic Association (WIAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

The District Administrator is authorized to establish a set of behavior expectations for participants as well as the implementation of appropriate disciplinary procedures against those who violate these ~~**sportsmanship**~~ **behavior expectations.** The District **provides**~~**Administrator shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for**~~ the following safeguards:

A. Prior to enrolling in the sport,

   each participant shall submit to a thorough physical examination by a District-approved physician.

   parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.

B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.

C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

D. **(X-) Any student suspected of having a head injury or concussion shall be provided with safety protocols specified in Policy 5340 - Student Accidents/Illness/Concussion.**

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

~~**The guidelines should also provide a set of behavioral expectations for each type of participant. The District Administrator is authorized to implement suitable disciplinary procedures against those who violate these sportsmanship expectations.**~~

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Legal	120.12(23), Wis. Stats.
	P.I. 9.03(1)(h), Wis. Adm. Code

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of PROGRAM ACCOUNTABILITY AND EVALUATION
Code	po2605 Approve with Deletion
Status	
Adopted	December 9, 2019

2605 - **PROGRAM ACCOUNTABILITY AND EVALUATION**

The Board ~~**of Education**~~ believes that effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the District, the Board has the responsibility for assessing how well goals are being accomplished.

The Board shall fulfill this responsibility by establishing a means for the continued evaluation of results which shall be systematic and specific.

The following elements will be included in its accountability program:

A. provisions for staff, resources, and support necessary to achieve each program's purposes

B. evaluation of each program to assess the extent to which each program's purposes and objectives are being achieved

C. recommendations for revisions and modifications needed to better fulfill expectations and purposes

The District Administrator shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board. Findings of the assessment program may be used to: evaluate the progress of students;

A. the effectiveness of the curriculum; and

B. the effectiveness of the school/delivery system.

The District Administrator shall recommend improvements in the educational program annually, based on the evaluation of the District's program. Such improvements shall reflect the plans for improvement of the educational program submitted by each school principal. Each school's improvement plan shall be based on staff's findings from program evaluations at each level as well as on the evaluations provided by the school improvement team ~~**(see Policy 2120 - Management Restructuring and School Improvement).**~~

The Board reserves the right to employ experts from outside the District to serve in the evaluation process.

The Board will annually make available to the public the progress of the student body toward the goals of the District.

Assessment results obtained under this policy shall not be used for comparison purposes except as required by statute, regulations of the Department of Public Instruction, or internally, as authorized by the District Administrator or Board.

~~**A copy of accountability reports and ranking levels for each school within the District boundaries, including independent "2r" charter schools and private schools participating in a private school choice program, shall be provided to all parents within the District on an annual basis.**~~

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Legal	Wis. Stats 115.385(2), 115.385(4)

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF (Tabatha)
Code	po3120 Final
Status	
Adopted	December 9, 2019

3120 **- EMPLOYMENT OF PROFESSIONAL STAFF**

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

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

The Board shall approve the employment, and also fix the compensation, and establish the term of employment for each professional staff member employed by this District. Teachers may only be employed by contract, and full-time teachers may only be employed following a majority vote of the full membership of the Board or as required or permitted by law. The Board shall approve the employment of any employee required by law to be employed only following the majority vote of the full membership of the Board.

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

~~**Relatives of Board members may be employed by the Board, provided however, if the Board member will benefit financially either directly or indirectly, the Board member may not participate in any way in the discussion or vote on any matter relating to said employment.**~~

Relatives of staff members may be employed by the Board, however, arrangements should be made so that the staff member being employed is not placed in a position in which s/he would be supervised directly by, or supervise directly, the relative staff member.

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

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

There must also be verification that a satisfactory background check has been conducted by the District.

DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS

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

See also AG 3120E

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Legal	118.191, Wis. Stats.
	118.192, Wis. Stats.
	118.21, Wis. Stats.
	118.22(2), Wis. Stats.
	118.24, Wis. Stats.
	121.02, Wis. Stats.
	Wis. Admin. Code P.I. 34

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of EMPLOYMENT OF SUBSTITUTES (Tabatha)
Code	po3120.04 Final
Status	
Adopted	November 9, 2020

3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The District Administrator shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set annually by the Board.

A substitute shall be paid actual hours worked.

~~**Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.**~~

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

Employed substitutes may receive in **May or** June a letter of reasonable assurance of continued eligibility for assignment during the ensuing school year.

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Legal	118.19, Wis. Stats.
	P.I. 3.03(8), Wis. Adm. Code

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of CRIMINAL HISTORY RECORD CHECK (Tabatha)
Code	po3121 Final
Status	
Adopted	December 9, 2019
Last Revised	November 9, 2020

3121 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

111.335, Wis. Stats.

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~~**3121 - CRIMINAL HISTORY RECORD CHECK**~~
~~**To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.**~~
~~**Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.**~~
~~**The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.**~~
~~**Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.**~~

~~All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.~~
~~TC 11/9/20~~

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Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122 Final
Status	

3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board does not discriminate in the employment of professional staff on the basis of ~~**the Protected Classes of**~~ race, color, national origin, age, sex (including ~~**trans**~~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**~~**characteristic protected by law**~~ in its **programs and activities including** employment **opportunities**~~**practices**~~.

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 Indiana 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).

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

Christopher Nyman
Coordinator of Professional Learning
715-261-0551
415 Seymour Street, Wausau, WI 54403
cnyman@wausauschools.org

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

A. in the staff handbooks.

B. on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, ~~Title IX of the Education Amendment Act of 1972,~~ Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. ~~( ) Any sections of the District's agreements dealing with hiring, promotion, and tenure 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 such contracts. [END OF OPTION]~~ **A copy of each of the Acts and regulations on which this notice is available upon request from the CO.**

Reports and Complaints of ~~Unlawful~~ Discrimination and Retaliation

Employees are **required to**~~expected to promptly~~ report incidents of ~~unlawful~~ 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**~~complaint~~ shall **provide it to the CO within**~~file it with the CO at his/her first opportunity, but no later than~~ two (2) ~~business~~ 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 ~~unlawfully~~ discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the **Complainant's**~~complaining individual's~~ employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to ~~unlawful~~ discrimination/retaliation. COs shall accept **reports**~~complaints~~ of ~~unlawful~~ 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**~~(District employees, students, parent(s), and members of the Board), a resident of the District, or a visitor to the District, or receive complaints that are initially filed with a school building administrator~~. Upon receipt of a **report of alleged discrimination/retaliation**~~complaint~~, **the**~~either directly or through a school building administrator, a~~ 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)**~~investigation~~, **or** ~~[ ] Option 1 the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. [END OF OPTION 1]~~ **x] Option 2 the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation.** ~~[END OF OPTION 2]or the CO will designate a specific individual to conduct such a process.~~

The CO will provide a copy of this policy to **the Complainant and the Respondent**~~any person who files a complaint~~. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

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

Investigation and Complaint Procedure (See Form 3122 F2)

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~~Any employee who believes that s/he has been~~ subjected to ~~unlawful~~ discrimination or retaliation may seek resolution of **the**~~his/her~~ 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.

Due to the sensitivity surrounding complaints of discrimination or 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. Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) ~~business~~ days of the complaint being received).

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

Complaint Procedure

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

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

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

All complaints must include the following information to the extent **known**~~it is available~~: the identity of the **Respondent**~~individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct~~; a detailed description of the facts upon which the complaint is based **(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 ~~person~~ **Respondent**~~who allegedly engaged in the misconduct~~. In making such a determination, the CO should consult the Complainant to assess **whether the individual agrees with**~~his/her position to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions **are deemed**~~s/he deems~~ appropriate in consultation with the District Administrator.

Within two (2) days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to discrimination/retaliation. ~~**by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation processWithin two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.**~~

Simultaneously, the CO will inform the **Respondent that a formal** ~~**individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the Respondent), that a**~~ complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) ~~**business**~~ days.

~~**[ ] [OPTION 1] 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.**~~ **[x] [OPTION 2] 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. [END OF OPTIONS]** ~~**Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.**~~

The investigation will include:

A. interview**(**s**)** with the Complainant;

B. interview**(**s**)** 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 **or designee** shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of ~~**unlawful**~~ discrimination/retaliation as provided in Board policy and State and Federal law as to whether the **Respondent has engaged in harassment/retaliation of the Complainant** ~~**Complainant has been subjected to unlawful discrimination/retaliation**~~. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

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

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

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

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

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

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) business days of **the party's**~~**his/her**~~ receipt of the District Administrator's final decision. **The written statement of appeal must be submitted to the District Administrator, 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) ~~**business**~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) ~~**business**~~ days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of ~~**unlawful**~~ discrimination/retaliation regardless of whether the **Complainant**~~**employee alleging the misconduct**~~ pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board **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, EEOC, the filing of charges with local law enforcement, or the filing of a civil action in court**. Use of this internal complaint **process**~~**procedure**~~ is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

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

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. **Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.**~~**All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.**~~

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

Remedial Action~~**Sanctions**~~ **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 ~~**unlawful**~~ discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter. In those cases where ~~**unlawful**~~ discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.

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

Retaliation

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

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 ~~**unlawful**~~ discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. 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, **which may include**~~**including**~~, 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**~~**interim**~~ measures offered and/or provided to **the Complainant and/or the Respondent**~~**complainants**~~, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

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

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.~~; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.][DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~**

Q. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

R. **(x) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**

S. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**

T. **(x) copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;**

U. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

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

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

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 1681, Title IX of Education Amendment Act~~
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
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 of 1964
42 U.S.C. 2000e et seq., 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., 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** ~~(7/27/93)~~
~~42 U.S.C. 2000e et seq., Civil Rights Act of 1964~~
~~42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act~~
~~29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended~~
~~29 C.F.R. Part 1635~~

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

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of DRUG-FREE WORKPLACE (Tabatha)
Code	po3122.01 Final
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

3122.01 - DRUG-FREE WORKPLACE

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain a drug-free workplace.

Prohibited Acts

The Board prohibits any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District-related activity or event:

A. manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;

B. using, distributing, or possessing drug paraphernalia; or

C. unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.

Permitted Acts

Staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member according to Wisconsin and Federal law, and take the prescription in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Staff members who use or possess over-the-counter medications and take them in accordance with the recommended dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed and/or over-the-counter medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed and/or over-the-counter medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students.

Each staff handbook will include a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. The use of marijuana and/or products containing tetrahydracannibonols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy.

Reasonable Suspicion Testing

Staff members shall be required to undergo alcohol and/or drug testing at any time the District has reasonable suspicion to believe that the staff member may have violated this policy.

Disciplinary Action

Any staff member who violates this policy shall be subject to disciplinary action, up to and including termination from District employment in accordance with the Employee Handbook and District policies. In addition to disciplinary action, the District may, at its discretion, refer the staff member to drug and alcohol counseling or to employee assistance or rehabilitation programs and/or may refer the matter to law enforcement.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements under the Drug-Free Workplace Act of 1988 and shall provide these to staff. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his/her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming substance abuse. However, the decision to seek diagnosis and accept treatment for substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

** The private residence of the School Forest Head Custodian/Caretaker, located on the grounds of the Wausau School Forest, is exempt from the prohibition on the legal use of alcohol.* (Also see Administrative Guideline/Supplement to the Job Description for School Forest Head Custodian/Caretaker)

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Legal References
Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

~~**3122.01 - DRUG-FREE WORKPLACE**~~
~~**The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain a drug-free workplace.**~~
~~**Prohibited Acts**~~
~~**The Board prohibits any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District-related activity or event:**~~
~~**manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;**~~
~~**using, distributing, or possessing drug paraphernalia; or**~~
~~**unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.**~~

~~**Permitted Acts**~~
~~**SProfessional staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member according to Wisconsin and Federal law, and take the prescriptiontaken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Staff members who use or possess over-the-counter medications and take them in accordance with the recommended dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed and/or over-the-counter medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed and/or over-the-counter medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's**~~

possession at all times and are taken only in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

( ) Each staff handbook will include ( ) a copy ( ) a summary [END OF OPTIONS] of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. [END OF OPTION] ( )The use of marijuana and/or products containing tetrahydracannibonols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy. [END OF OPTION] ( ) CBD products are prohibited on District grounds and at school events. [END OF OPTION]

Reasonable Suspicion Testing

Staff members shall be required to undergo alcohol and/or drug testing at any time the District has reasonable suspicion to believe that the staff member may have violated this policy.

Disciplinary Action

Any staff member who violates this policy shall be subject to disciplinary action, up to and including termination from District employment in accordance with the Employee Handbook and District policies. In addition to disciplinary action, the District may, at its discretion, refer the staff member to drug and alcohol counseling or to employee assistance or rehabilitation programs and/or may refer the matter to law enforcement.

( ) District guidelines.

( ) the Employee Handbook.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements under the Drug-Free Workplace Act of 1988 and shall provide these to staff. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

( ) Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his/her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming alcohol, illegal drug use, or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use, or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

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In order to protect the health, welfare, and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises*, in any school-owned vehicle, or off-premises at any school-approved activity, event or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, hazardous inhalants, any controlled substance (including all illegal drugs), or substances represented as such. The sole exceptions to these prohibitions involve (1) medication prescribed to an employee and used by the employee in accordance with the instructions of the employee's health care provider, and (2) lawful products/ substances that, if misused, are potential intoxicants, but that are possessed and used solely for a lawful and authorized purpose and in accordance with any appropriate safety precautions and manufacturer directions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job, or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of any such product or substance, the employee may be required to submit to alcohol and drug assessment testing, which will be done using procedures that protect the privacy interests of the employee.

Compliance with the District's policies and rules regarding alcohol or drug use is mandatory and is a condition of employment. Employees who violate the District's policies or rules regarding these substances shall be subject to appropriate disciplinary action, up to and including suspension and/or termination from employment, referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, and/or referral to appropriate law enforcement officials for prosecution.

~~**An employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace. This notification shall be made within five days of such conviction, and the District Administrator will then notify the appropriate federal agency within 10 days. After receiving notice from an employee, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.**~~

~~**The District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.**~~

~~**** The private residence of the School Forest Head Custodian/Caretaker, located on the grounds of the Wausau School Forest, is exempt from the prohibition on the legal use of alcohol.***~~ ~~**(Also see Administrative Guideline/Supplement to the Job Description for School Forest Head Custodian/Caretaker)**~~

Legal	Drug-Free Workplace Act of 1988 (34 CFR Part 85, Subpart F)
	(Regulations Implementing the Drug-Free Workplace Act)
	Wisconsin Statute 111.35 (Use or Nonuse of Lawful Products; Exceptions and Special Cases)
	Wisconsin Statute 125.09 (Restriction on Alcoholic Beverages on School Grounds)
	Wisconsin Statute 939.22(15) (Definition of Hazardous Inhalant)
	Chapter 961 (Controlled Substances Laws)
	Administrative Guidelines – Reasonable Suspicion for Drug/Alcohol Testing

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po3122.02 Final
Status	
Adopted	December 9, 2019

3122.02 **- NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

The Board ~~of Education~~ prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify **applicants or** employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of **the person**~~an employee~~ as an employee, based on genetic information. Harassment of a person because of ~~his/her~~ genetic information ~~is~~ also **is** prohibited. Likewise, retaliation against **a person for identifying, objecting to, or filing a complaint concerning a violation of this policy**~~an applicant or employee for engaging in protected activity~~ is prohibited.

The identity of the Compliance Officer (see Policy 3122 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with **Title II of** the Genetic Information Nondiscrimination Act **of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635** (**"**GINA**"**), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with **GINA**~~this Act~~, **applicants and** employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be **provided**~~acquired~~ as part of the certification process for FMLA leave, **or** when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application **for employment** process. **Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a Board employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the Board.**

The **Board** ~~District~~ recognizes that genetic information may be acquired through commercially and publicly available **media including**~~documents like~~ newspapers, books, magazines, periodicals, television shows or the Internet. The **Board**~~District~~ prohibits~~, however,~~ its employees **and agents including commercial background investigation agents** from searching **these**~~such~~ sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information. **If genetic information about an employee or applicant is obtained in error, it shall be redacted immediately and not shared beyond the point of first receipt.**

As used in this policy, "~~G~~**g**enetic information~~,~~" ~~as defined by GINA,~~ means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA.

If the **Board's employees or agents**~~District either~~ legally and/or inadvertently receive~~s~~ genetic information about an employee or applicant ~~for employment from the employee~~, ~~applicant for employment or a medical provider~~ it shall be treated as a confidential medical record in accordance with law.

The ~~District Administrator shall appoint a~~ C~~c~~ompliance O~~o~~fficer **(See Policy 3122 - Nondiscrimination and Equal Employment Opportunity) is**~~who shall be~~ responsible for overseeing the **Board**~~District~~'s compliance with **this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the Board's compliance with GINA**~~Federal regulations and promptly dealing with any inquiries or complaints~~. **This person shall be responsible for working with the Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer**~~S/He~~ shall also verify that proper notice of nondiscrimination for Title II of **GINA**~~the Genetic Information Nondiscrimination Act of 2008~~ is provided to staff members, and that all ~~District~~ requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) **are**~~is~~ accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

> **Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement**
>
> The Genetic Information Nondiscrimination Act of 2008 **or** ~~(~~**"**GINA**"**~~)~~ prohibits employers and other entities covered by **the law**~~GINA Title II~~, including the Board ~~of Education~~, from requesting or requiring genetic information of an **employee or applicant**~~individual~~ or family member of **an employee or applicant**~~the individual~~, except as specifically allowed by law. To comply with **GINA**~~this law~~, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. **Questions concerning compliance with the requirements of GINA may be directed to the Compliance Officer at 715-261-0520.** ~~[phone].~~

The **Board**~~District~~ offers health services, including a wellness program. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the Board **and no applicant or employee shall be identified or identifiable from the reported information**.

The grievance procedure for complaints of discrimination in Policy 3122 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if a District employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

~~**[NOTE: It should be noted that any sections of the District's collective bargaining agreements dealing with terms and conditions of employment should contain a statement of nondiscrimination similar to that in the Board's statement above.]**~~

42 U.S.C. 2000ff et seq.
Title II of~~,~~ ~~T~~**t**he Genetic Information Nondiscrimination Act **of 2008**
29 C.F.R. Part 1635

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Legal

42 U.S.C. 2000ff et seq.

Title II, The Genetic Information Nondiscrimination Act of 2008

29 C.F.R. Part 1635

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of PHYSICAL EXAMINATION (Tabatha)
Code	po3160 includes 30-2 Tech Corrections, Final
Status	
Adopted	December 9, 2019
Last Revised	November 9, 2020

3160 - **PHYSICAL EXAMINATION**

The Board requires any candidate who has been offered employment **in a position that involves contact with children or the preparation of food for children**, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire**. Additional testing may be required to assure freedom from tuberculosis in communicable form.** ~~, subject to further tests, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.~~

~~[ ] The Board requires every employee to undergo a physical examination as a condition of ongoing employment every _____ years of employment. [END OF OPTION]~~

No physical examination may be required of any employee who has filed an affidavit with the District Adminstrator~~_____~~**requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.**

[x] The District Administrator may establish additional physical examination requirements for positions requiring particular demands or as may otherwise be required by law. Any fitness for duty examination shall be job related and out of necessity for safe and proper performance of job duties. [END OF OPTION]

Freedom from tuberculosis in a communicable form is a condition of employment.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator ~~or his/her designee~~ to speak to the health care provider who conducted the medical examination in order to get clarification (see Form 3160 F2).

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 3122.02, the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

The results of any physical examination conducted in the course of the employment process shall be solely for the purpose of determining employment eligibility or as may otherwise be required by law. Consideration of physical information in employment shall be consistent with the Americans with Disabilities Act (ADA) as amended and the Wisconsin Fair Employment Act (WFEA).

~~In the event of a report of a condition that could influence job performance of an employee other than the District Administrator, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.~~

~~Freedom from tuberculosis in a communicable form is a condition of employment.~~

The Board shall assume **any**~~**the**~~ fees for **required** examinations.

118.25, Wis. Stats.
118.25(2)(a), Wis. Stats.
121.52(**3**~~**b**~~), Wis. Stats.
29 C.F.R. Part 1630
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
TC 11/9/20

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Legal	118.25, Wis. Stats.
	118.25(2)(a), Wis. Stats.
	121.52(b), Wis. Stats.
	29 C.F.R. Part 1630
	29 C.F.R. Part 1635
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of SUBSTANCE ABUSE (Tabatha)
Code	po3170 delete, Final
Status	
Adopted	December 9, 2019

~~**3170 - SUBSTANCE ABUSE**~~

~~**The Board of Education recognizes that, in some instances, alcoholism and drug abuse may be treatable illnesses.**~~

~~**A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will be given access to assistance that is presently extended to professional staff members having any other illness; however, existence of a substance abuse problem does not automatically excuse misconduct in employment or violation of Board policy. Likewise, use of alcohol or other drugs in violation of Board policy 3122.01, Drug Free Workplace, is prohibited even in the event the particular staff member is suffering from alcoholism or drug abuse or is in active treatment. Illegal drug use is not protected by the Americans with Disabilities Act or the Wisconsin Fair Employment Act and, consequently, any assistance provided to such personnel is in the discretion of the District and not a matter of right.**~~

~~**No professional staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.**~~

~~**Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.No professional staff member will be subjected to adverse employment action solely based on his/her request for counseling or referral assistance.**~~

~~**This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.**~~

Legal	Americans with Disabilities Act of 1990
	Wis. Stat. 111.34

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF (Tabatha)
Code	po3215 Final
Status	
Adopted	November 9, 2020

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 at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

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 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.

It shall not be a violation of this policy for tobacco products to be used inside or in the immediate vicinity of the School Forest caretaker's residence by the residents of the home and guests provided that no students are present.

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 plant, whether natural or synthetic, that is intended for inhalation. "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

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of WEAPONS
Code	po3217 approve
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

3217 **- WEAPONS**

The Board prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her personal vehicle while transporting students for school-sponsored events or school-related purposes in his/her own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

Definition of "Weapon"

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons **(as defined in 941.295(1c)(a), Wis. Stats.)**, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;

B. items approved by a Principal as part of a class or individual presentation under adult supervision, including but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);

C. theatrical props used in appropriate settings;

D. starter pistols used in appropriate sporting events; and

E. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The District Administrator may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

T.C. 12/14/20

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Legal	120.13(1), Wis. Stats.
	175.60, Wis. Stats.
	943.13, Wis. Stats.
	948.605, Wis. Stats.
	948.61, Wis. Stats.
	18 U.S.C. 921(a)(3)
	18 U.S.C. 922
	20 U.S.C. 7151

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of CONFLICT OF INTEREST (Tabatha)
Code	po3230 Final
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

3230 - ETHICS AND CONFLICT OF INTEREST

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

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

A. No professional employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. Specifically, professional employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds~~This includes not only those interests that violate State criminal law, which typically requires at least~~ $15,000 ~~in financial interest~~, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.

B. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

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

   1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties or the service is not provided to students enrolled in one or more classes in which the staff member is a teacher or aide

   2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees

   3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records

   4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

   5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial

or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

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

D. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

E. Professional employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

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

   However, pursuant to Federal rules, the School District has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $25.00 or less.

F. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

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

G. Professional employees, officers, and agents found to be in violation of this conflict of interest policy may be subject to disciplinary action in accordance with Policy 3139 and discipline as specified in the Employee Handbook.

No professional staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first providing notice to the District Administrator.

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

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for themselves or their immediate family, as defined in 19.42(7), Wis. Stats.

Revised 7/13/20

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Legal	19.59, 19.42(7), 946.13, Wis. Stats. 2 C.F.R. 200.12 2 C.F.R. 200.113 2 C.F.R. 200.318 7 C.F.R. 3016.36(b)(3) 7 C.F.R. 3019.42

Book	Policy Manual
Section	Policies for Keith to approve, 31-1 Technical Corrections
Title	Copy of EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS
Code	po3310 Approve
Status	
Adopted	December 9, 2019

3310 - **EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS**

The Board ~~**of Education**~~ acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the professional staff member's expression must be balanced against the interests of this District.

The following **employee expectations**~~**guidelines**~~ are adopted by the Board to help clarify and, therefore, avoid situations in which the professional staff member's expression could conflict with the District's interests. In such situations, **the employee** ~~**s/he**~~ should:

A. state clearly that the~~**ir**~~ expression represents personal views and not necessarily those of the School District;

B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;

C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District;

D. refrain from making public expressions which **the employee** ~~**s/he**~~ knows to be false or are made without regard for truth or accuracy.

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Legal	Pickering v Board of Ed., 391 U.S. 563 (1968)
	Connick v Myers, 461 U.S. 138 (1983)
	Heffernan v City of Paterson, 136 S.Ct. 1412 (2016)
	Garcetti v Ceballous, 547 U.S. 410 (2006)

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of GRIEVANCE PROCEDURE (Tabatha)
Code	po3340 includes 30-2 Tech Correction update, Final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

3340 - **GRIEVANCE PROCEDURE**

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

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

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

A. the name and position of the grievant;

B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);

C. the issue involved;

D. the relief sought;

E. the date the incident or violation took place;

F. the specific section of the Policy Manual alleged to have been violated;

G. the signature of the grievant and the date.

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

A. **Principal/Supervisor:**

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

B. **District Administrator:**

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) **business** ~~**working**~~ days of the date the Principal's/Supervisor's written decisions is issued, present **their** ~~**his/her**~~ grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) **business** ~~**working**~~ days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) **business** ~~**working**~~ days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. **Hearing Before an Impartial Hearing Officer:**

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determined that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. **When the grievant is the District Administrator, the ~~( ) Board President~~ (x) Board's legal counsel ~~[END OF OPTIONS]~~ shall be responsible for selection of the hearing officer and arranging a hearing.**

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative.
Any employee representative selected shall be at no expense to the District.

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

D. **Board:**

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

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

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

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

A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.

B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats.

C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

D. **Business days means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during scheduled break periods.**

Revised 12/14/20

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Legal	66.0509(1m), 118.22, 118.24 Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - EMPLOYEE ANTI-HARASSMENT
Code	po3362 Final
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

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 ~~trans~~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**~~Protected ClassesCharacteristics~~), and encourages those within the School District community as well as **T**~~t~~hird **P**~~p~~arties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and**,** in those cases where harassment is substantiated, ~~the Board will~~ take immediate steps ~~calculated~~ to end the harassment, prevent its reoccurrence, and~~, if applicable,~~ remedy its effects.

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

~~[ ] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.~~

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

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

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

A. ~~**places a school employee in reasonable fear of harm to his/her person or damage to his/her property;**~~

B. ~~**is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;**~~

C. ~~has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.~~

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

A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;

B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;

C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;

D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;

E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;

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

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

Sexual Harassment covered by Policy 2266/(x) AG 2266 [END OF OPTION] – 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/(x) AG 2266 [END OF OPTION] - 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**~~assault~~;

C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions~~ of a sexual nature~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, **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**~~videotapes~~, **posters,** audio recordings, or literature~~,~~ placed in the work ~~or educational~~ environment~~, which~~ **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. ~~**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;**~~

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

M. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; ~~**and**~~

N. **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**

O. 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.

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

Religious (Creed) Harassment

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

National Origin/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**~~**disabling condition**~~ or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

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 or COs):

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

Christopher Nyman
Coordinator of Professional Learning
715-261-0551
415 Seymour Street, Wausau, WI 54403
cnyman@wausauschools.org

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

A. in the parent and staff handbooks.

B. 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 ~~[ ] Option 1 the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. [END OF OPTION 1]~~ [x] Option 2 the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation [END OF OPTION 2]. 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 District Administrator 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**~~**and third parties, which includes all staff,**~~ are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a **report**~~**complaint**~~ shall file it with the ~~**District's**~~ Compliance Officer **within two (2) days of receiving the report of harassment**~~**at his/her first opportunity**~~.

Members of the School District community **and Third Parties**~~**or third parties**~~ who believe they have been harassed by another member of the School District community or a **Third Party**~~**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**~~**complaining individual'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 District Administrator, ~~who s~~ **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.** ~~hall assume the role of the District Compliance Officer for such complaints~~.

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

E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator **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 have handled in accordance with 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 3362 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.

~~**District Compliance Officers**~~

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

~~**[NOTE: School Districts are advised to appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) COs, there should always be a CO available to investigate or to assist the District Administrator in investigating a claim of discrimination that pertains to the other CO.]**~~

~~**(Name)**~~

~~**(School District Title)**~~

~~**(Telephone Number)**~~

~~**(Office Address)**~~

~~_____~~
~~(E-mail)~~

~~_____~~
~~(Name)~~

~~_____~~
~~(School District Title)~~

~~_____~~
~~(Telephone Number)~~

~~_____~~
~~(Office Address)~~

~~_____~~
~~(E-mail)~~

~~The names, titles, and contact information of these individuals will be published annually: [NOTE: Select more than one (1) option]~~

A. ~~( ) in the parent and staff handbooks.~~

B. ~~( ) in the School District Annual Report to the public.~~

C. ~~( ) on the School District's website.~~

D. ~~( ) on each individual school's website.~~

E. ~~( ) in the School District's calendar.~~

F. ~~( ) _____.~~

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

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

Investigation and Complaint Procedure (see From 3362 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, a~~**A**~~ny employee or other member of the School District community or **Third Party (e.g., visitor to the District)** who believes that **they have**~~**s/he has**~~ been subjected to harassment or has witnessed harassment of another may seek resolution of **the**~~**his/her**~~ complaint through the procedures ~~**as**~~ 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.**~~**Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.**~~

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

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights, 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~~An individual who believes s/he has been subjected to harassment hereinafter referred to as the complainant,~~ **who alleges harassment based on a protected class or retaliation** may file a complaint, either orally or in writing**: 1)** with a ~~teacher,~~ Principal**; 2) directly to one of the** COs~~,~~**; or 3) to the** District Administrator~~,~~ or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who **will consult** ~~may, in consultation~~ with the other CO, if any, **or if necessary appoint/designate another individual to serve as CO for the complaint regarding a CO.**~~assume the role of the CO for such complaint~~.

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) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) ~~business~~ days.

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

All written complaints must include the following information to the extent **known**~~it is available~~: the identity of the **Respondent**~~individual believed to have engaged in, or be actively engaging in, harassment~~; 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**; and the resolution sought by the Complainant**.

If the **C**~~c~~omplainant 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 ~~c~~**C**omplainant 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 ~~c~~**C**omplainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the **C**~~c~~omplainant and/or the **Respondent**~~alleged harasser~~. In making such a determination, the CO should consult the Complainant to assess **whether the individual agrees with**~~his/her position to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions **deemed**~~s/he deems~~ appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the ~~c~~**C**omplainant or ~~r~~**R**espondent.

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

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. The 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 **two (2)**~~five (5)~~ ~~business~~ days of receiving the complaint, the CO will initiate **an**~~a formal~~ investigation **by at a minimum confirming receipt of the complaint with** ~~to determine whether~~ the ~~c~~**C**omplainant **and informing the Complainant of the investigation process**~~has been subject to offensive conduct/harassment~~.

~~[ ] [OPTION 1] 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.~~ **[x] [OPTION 2] 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. [END OF OPTIONS]** ~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint.~~

The investigation will include:

A. interview**(**s**)** with the **C**~~c~~omplainant;

B. interview**(**s**)** with the **R**~~r~~espondent;

C. interviews with any other witnesses who ~~may~~ 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 **C**~~c~~omplainant, ~~r~~**R**espondent, 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 District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the **Respondent engaged in harassment of or retaliation toward the Complainant**~~complainant has been subjected to harassment~~. 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 District Administrator.

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

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

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

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

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or **T**~~t~~hird **P**~~p~~arty 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 ~~School~~ District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the **C**~~c~~omplainant, the **R**~~r~~espondent, 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.**~~All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.~~

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

Directives During Investigation

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

The CO shall determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving rights 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 ~~**Sanctions**~~ **and Monitoring**

~~**The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment.**~~
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 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 District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

Retaliation

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

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in 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 District Administrator shall be advised that local law enforcement was notified.

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

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**/or** received as part of an investigation, **which may include**~~including,~~ 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**~~interim~~ measures offered and/or provided to **Complainant and/or the Respondent**~~complainants~~, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

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

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.**~~; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.][DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

Q. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

R. **(x) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**

S. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**

T. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

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

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

111.31, 118.195, 118.20, Wis. Stats.
~~20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)~~
~~20 U.S.C. 1681 et seq.~~

~~**20 U.S.C. 1681 et seq., Title IX**~~
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
~~**29 C.F.R. Part 1635**~~
~~**29 U.S.C. 6101, The Age Discrimination Act of 1975**~~
42 U.S.C. 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 VI 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

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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
	29 U.S.C. 6101, The 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

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of EMPLOYMENT OF SUPPORT STAFF (Tabatha)
Code	po4120 Final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

4120 - **EMPLOYMENT OF SUPPORT STAFF**

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

All employees other than the District Administrator or Professional Staff Members (Policy 0100 – Definitions) are considered Classified or Support Employees.

The District Administrator shall approve the employment and establish the term of employment for each support staff member employed by this District. Compensation shall be fixed by an established compensation structure or Board action.

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

~~**Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter related to said employment.**~~

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

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

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

A. Completed two (2) years study at an institution of higher education; or

B. Obtained at least an associates degree; or

C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:

1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or

2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

A. Have a secondary school diploma or its recognized equivalent;

B. Meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or

B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;

B. assist with classroom management, such as organizing instructional and other materials;

C. provide assistance in a computer laboratory;

D. provide support in a library or media center;

E. conduct parental involvement activities;

F. act as a translator;

G. provide instructional services to students, if working under the direct supervision of a teacher;

H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

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Legal 20 U.S.C. 6319

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of CRIMINAL HISTORY RECORD CHECK (Tabatha)
Code	po4121 Final
Status	
Adopted	December 9, 2019

4121 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

111.335, Wis. Stats.

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~~**4121 - CRIMINAL HISTORY RECORD CHECK**~~

~~**To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's support staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.**~~

~~**Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.**~~

~~**The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.**~~

~~**Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.**~~

~~**All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.**~~

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Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCIMINATION AND ANTI-HARASSMENT - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122 Final
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board does not discriminate in the employment of support staff on the basis of ~~the Protected Classes of~~ race, color, national origin, age, sex (including ~~trans~~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**~~characteristic protected by law in its employment practices~~.

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 Coordinator~~) (~~hereinafter referred to as the COs).

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

Christopher Nyman
Coordinator of Professional Learning
715-261-0551
415 Seymour Street, Wausau, WI 54403
cnyman@wausauschools.org

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

A. in the staff handbooks.

B. on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, ~~Title IX of the Education Amendment Act of 1972,~~ Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. ~~( )Any sections of the District's agreements dealing with hiring, promotion, and tenure 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 such contracts. [END OF OPTION]~~ **A copy of each of the Acts and regulations on which this notice is available upon request from the CO.**

Reports and Complaints of ~~Unlawful~~ Discrimination and Retaliation

Employees are **required to**~~expected to promptly~~ report incidents of ~~unlawful~~ 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**~~complaint~~ shall **provide it to the CO within** ~~file it with the CO at his/her first opportunity, but no later than~~ two (2) ~~business~~ 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 ~~unlawfully~~ discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the **Complainant's**~~complaining individual's~~ employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to ~~unlawful~~ discrimination/retaliation. COs shall accept **reports**~~complaints~~ of ~~unlawful~~ 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**~~(District employees, students, parent(s), and members of the Board), resident of the District, or a visitor to the District, or receive complaints that are initially filed with a school building administrator~~. Upon receipt of a **report of alleged discrimination/retaliation**~~complaint~~, **the**~~either directly or through a school building administrator, a~~ 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)**~~investigation~~, **or** ~~[ ] Option 1 the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigations. [END OF OPTION 1]~~ **x] Option**

2 the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2]~~or the CO will designate a specific individual to conduct such a process.~~

The CO will provide a copy of this policy to **the Complainant and the Respondent**~~any person who files a complaint~~. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) ~~business~~ days of learning of the incident/conduct.

Any Board employee who directly observes ~~unlawful~~ discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) ~~business~~ days. Additionally, any Board employee who observes an act of ~~unlawful~~ discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO **or designee** must contact the **Complainant**~~employee~~ within two (2) business days to advise **the Complainant**~~him/her~~ of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 4122 F2)

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~~Any employee who believes that s/he has been~~ subjected to ~~unlawful~~ discrimination or retaliation may seek resolution of **the**~~his/her~~ 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) ~~business~~ days of the complaint being received).

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

Complaint Procedure

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

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

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

All complaints must include the following information to the extent **known**~~it is available~~: the identity of the **Respondent**~~individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct~~; a detailed description of the facts upon which the complaint is based **(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**~~person who allegedly engaged in the misconduct~~. In making such a determination, the CO should consult the Complainant to assess **whether the individual agrees with**~~his/her position to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions **deemed**~~s/he deems~~ appropriate in consultation with the District Administrator.

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

Simultaneously, the CO will inform the **Respondent that a formal**~~individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the Respondent), that a~~ complaint has been received. The Respondent will be informed about the nature of the allegations and **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 within five (5) ~~business~~ days.

~~[ ] [OPTION 1] 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.~~ **[x] [OPTION 2] 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. [END OF OPTIONS]** ~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.~~

The investigation will include:

A. interview**(**s**)** with the Complainant;

B. interview**(**s**)** 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 **or designee** shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of ~~unlawful~~ discrimination/retaliation as provided in Board policy and State and Federal law as to whether the **Respondent has engaged in harassment/retaliation of the Complainant**~~Complainant has been subjected to unlawful discrimination/retaliation~~. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

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

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

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

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

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

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) business days of **the party's**~~his/her~~ receipt of the District Administrator's ~~final~~

decision. **The written statement of appeal must be submitted to the District Administrator, 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) ~~business~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) ~~business~~ days of its decision. The decision of the Board will be final.

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

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

Privacy/Confidentiality

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

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. **Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.**~~All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.~~

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

Remedial Action~~Sanctions and~~ **Monitoring**

~~The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.~~

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 the terms of any relevant collective bargaining agreement or student code of conduct.

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

with other Board policies, consistent with the terms of any relevant collective bargaining agreement or student code of conduct.

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

Retaliation

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

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 ~~**unlawful**~~ discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. 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**/or** received as part of an investigation, **which may include**~~**including,**~~ 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**~~interim~~ measures offered and/or provided to **the Complainant and/or the Respondent**~~complainants~~, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

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

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.**~~; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.][DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

Q. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

R. **(x) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**

S. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**

T. **(x) copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;**

U. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

The ~~information,~~ 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 (e.g., student records).

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

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 1681, Title IX of Education Amendment Act~~
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
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. 6101 et seq., Age Discrimination Act of 1975~~
~~42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended~~
~~34 C.F.R. Part 110 (7/27/93)~~

42 U.S.C. 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 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended**~~
29 C.F.R. Part 1635**, The GINA Regulations**
34 C.F.R. Part 110, The Age Discrimination Act Regulations

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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

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of DRUG-FREE WORKPLACE (Tabatha)
Code	po4122.01 Final
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

4122.01 - **DRUG-FREE WORKPLACE**

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain **a drug-free workplace**~~an educational setting which is free from alcohol and other drug abuse~~.

Prohibited Acts

The Board prohibits **any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District-related activity or event:**~~the manufacture, possession, use, distribution, or dispensing of any controlled substance or alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event.~~

A. **manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;**

B. **using, distributing, or possessing drug paraphernalia; or**

C. **unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.**

Permitted Acts

S~~**Support s**~~staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member **according to Wisconsin and Federal law**, and **take the prescription**~~**taken**~~ in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. **Staff members who use or possess over-the-counter medications and take them in accordance with the recommended dosage, shall not be deemed to be in violation of this policy.** Wherever possible, a staff member should take prescribed **and/or over-the-counter** medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed **and/or over-the-counter** medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken in private, out of the view of students. ~~**Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty.**~~

Each staff handbook will include a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. The use of marijuana and/or products containing tetrahydracannibonols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy.

Reasonable Suspicion Testing

Staff members shall be required to undergo alcohol and/or drug testing at any time the District has reasonable suspicion to believe that the staff member may have violated this policy.

Disciplinary Action

Any staff member who violates this policy shall be subject to disciplinary action**, up to and including termination from District employment** in accordance with **the Employee Handbook and District policies. In addition to disciplinary action, the**

District may, at its discretion, refer the staff member to drug and alcohol counseling or to employee assistance or rehabilitation programs and/or may refer the matter to law enforcement.
~~**Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines.**~~

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements **under the Drug-Free Workplace Act of 1988** and shall provide these to staff. **Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty.**

Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his or her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming ~~**alcohol, illegal drug use, or controlled**~~ substance abuse. However, the decision to seek diagnosis and accept treatment for ~~**alcohol, illegal drug use, or controlled**~~ substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

* *The private residence of the School Forest Head Custodian/Caretaker, located on the grounds of the Wausau School Forest, is exempt from the prohibition on the legal use of alcohol.* (Also see Administrative Guideline/Supplement to the Job Description for School Forest Head Custodian/Caretaker)

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Legal Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po4122.02 Final
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

4122.02 - **NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

The Board ~~of Education~~ prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify **applicants or** employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of **the person**~~an employee~~ as an employee, based on genetic information. Harassment of a person because of ~~his/her~~ genetic information ~~is~~ also **is** prohibited. Likewise, retaliation against **a person for identifying, objecting to, or filing a complaint concerning a violation of this policy**~~an applicant or employee for engaging in protected activity~~ is prohibited.

The identity of the Compliance Officer (see Policy 4122 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with **Title II of** the Genetic Information Nondiscrimination Act **of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635** (**"**GINA**"**), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with **GINA**~~this Act~~, **applicants and** employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be **provided**~~acquired~~ as part of the certification process for FMLA leave, **or** when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application **for employment** process. **Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a Board employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the Board.**

The **Board**~~District~~ recognizes that genetic information may be acquired through commercially and publicly available **media including**~~documents like~~ newspapers, books, magazines, periodicals, television shows or the Internet. The **Board**~~District~~ prohibits~~, however,~~ its employees **and agents including commercial background investigation agents** from searching **these**~~such~~ sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information. **If genetic information about an employee or applicant is obtained in error, it shall immediately be redacted and not shared beyond the point of first receipt.**

As used in this policy, "~~G~~**g**enetic information~~,~~" ~~as defined by GINA,~~ means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for~~,~~ or receipt of~~,~~ genetic services~~,~~ or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA.

If the **Board's employees or agents**~~District either~~ legally and/or inadvertently receive~~s~~ genetic information about an employee or applicant~~ for employment from the employee~~, ~~applicant for employment or a medical provider~~ it shall be treated as a confidential medical record in accordance with law.

The **District's**~~District Administrator shall appoint a C~~**c**ompliance **O**~~o~~fficer **(see Policy 4122 - Nondiscrimination and Equal Employment Opportunity) is**~~who shall be~~ responsible for overseeing the **Board**~~District~~'s compliance with **this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the Board's compliance with GINA**~~Federal regulations and promptly dealing with any inquiries or complaints~~. **This person shall be responsible for working with the Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer**~~S/He shall~~ also **shall** verify that proper notice of nondiscrimination for Title II of **GINA**~~the Genetic Information Nondiscrimination Act of 2008~~ is provided to staff members, and that all ~~District~~ requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) **are**~~is~~ accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

> **Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement**
>
> The Genetic Information Nondiscrimination Act of 2008 **or** ~~(~~**"**GINA**"**~~)~~ prohibits employers and other entities covered by **the law**~~GINA Title II~~, including the Board~~ of Education~~, from requesting or requiring genetic information of an **employee or applicant**~~individual~~ or family member of **an employee or applicant**~~the individual~~, except as specifically allowed by law. To comply with **GINA**~~this law~~, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. **Questions concerning compliance with the requirements of GINA may be directed to the GINA Compliance Officer at 715-261-0520.**~~_____ [phone].~~

The **Board**~~District~~ offers health services, including a wellness program. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the **District**~~Board~~ **and no applicant or employee shall be identified or identifiable from the reported information**.

The grievance procedure for complaints of discrimination in Policy 4122 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if a District employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

~~**[NOTE: It should be noted that any sections of the District's collective bargaining agreements dealing with terms and conditions of employment should contain a statement of nondiscrimination similar to that in the Board's statement above.]**~~

42 U.S.C. 2000ff et seq.
Title II, The Genetic Information Nondiscrimination Act **of 2008**
29 C.F.R. Part 1635

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Legal

42 U.S.C. 2000ff et seq.

Title II, The Genetic Information Nondiscrimination Act of 2008

29 C.F.R. Part 1635

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of PHYSICAL EXAMINATION (Tabatha)
Code	po4160 includes 30-2 Tech Correction, Final
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

4160 - **PHYSICAL EXAMINATION**

The Board requires any candidate who has been offered **employment in** a position **that involves**~~**in which s/he will come in**~~ contact with children or **preparation of**~~**prepare**~~ food for children, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire~~**, subject to further tests, in order to determine the physical capacity to perform assigned duties**~~. **Additional testing may be required to assure freedom from tuberculosis in communicable form.**~~**Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.**~~

~~**[ ] The Board requires every employee to undergo a physical examination as a condition of ongoing employment every _____ years of employment. [END OF OPTION]**~~

No physical examination may be required of any employee who has filed an affidavit with the District Administrator~~**_____**~~**requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.**

[x] The District Administrator may establish additional physical examination requirements for positions requiring particular demands or as may otherwise be required by law. Any fitness for duty examination shall be job related and out of necessity for safe and proper performance of job duties. [END OF OPTION]

Freedom from tuberculosis in a communicable form is a condition of employment.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator ~~**or his/her designee**~~ to speak to the health care provider who conducted the medical examination in order to get clarification (see Form 4160 F2).

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 4122.02, the successful candidate who is required to submit to a medical examination, as well as the medical health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

The results of any physical examination conducted in the course of the employment process shall be solely for the purpose of determinating employment eligibility or as may otherwise be required by law. Consideration of physical information in employment shall be consistent with the American's with Disabilities Act (ADA) as amended and the Wisconsin Fair Employment Act (WFEA).

~~**In the event of a report of a condition that could influence job performance of an employee other than the District Administrator, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.**~~

~~**Freedom from tuberculosis in a communicable form is a condition of employment.**~~

The Board shall assume any fees for required examinations.

118.25, Wis. Stats.
118.25(2)(a), Wis. Stats.
121.52(3~~b~~), Wis. Stats.
29 C.F.R. Part 1630
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
TC 12/14/20

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Legal	118.25, Wis. Stats.
	118.25(2)(a), Wis. Stats.
	121.52(b), Wis. Stats.
	29 C.F.R. Part 1630
	29 C.F.R. Part 1635
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY (Tabatha)
Code	po4161 Final
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

4161 - **UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY**

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

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

The District Administrator may require that the support staff member submit to an appropriate examination by a healthcare provider designated and compensated by the District.

Where the healthcare provider designated by the District Administrator disagrees with a healthcare provider designated by the support staff member, the two (2) healthcare providers shall agree in good faith on a third impartial healthcare provider who shall examine the staff member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the District.

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

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

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

If, as a result of their such examination, the support staff member is found to be unable to perform assigned duties, the support staff member shall be placed on leave of absence until proof of recovery, satisfactory to the District Administrator, is furnished.

Should a support staff member refuse to submit to **the~~an~~** examination **requested by the District Administrator, such refusal shall subject the support staff member to disciplinary action~~following the exhaustion of proper appeals, the District Administrator shall consider the certification of charges for reasons of insubordination~~**.

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

TC 12/14/20

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Legal	111.32 et seq. the Wisconsin Fair Employment Act
	29 C.F.R. Part 1630
	29 C.F.R. Part 1635
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of SUBSTANCE ABUSE (Tabatha)
Code	po4170 Final
Status	
Adopted	December 9, 2019

~~**4170 - SUBSTANCE ABUSE**~~

~~**The Board of Education recognizes that, in some cases, alcoholism and drug abuse as treatable illnesses.**~~

~~**A support staff member having an illness or other problem relating to the use of alcohol or other drugs will be given access to comparable assistance that is presently extended to support staff members having any other illness; however, existence of a substance abuse problem does not automatically excuse misconduct in employment or violation of Board policy. Likewise, use of alcohol or other drugs in violation of Board policy 3122.01, Drug Free Workplace, is prohibited even in the event the particular staff member is suffering from alcoholism or drug abuse or is in active treatment. Illegal drug use is not protected by the Americans with Disabilities Act or the Wisconsin Fair Employment Act and, consequently, any assistance provided to such personnel is in the discretion of the District and not a matter of right.**~~

~~**No support staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.**~~

~~**Support staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service. No support staff member will be subjected to adverse employment action solely based on his/her request for counseling or referral assistance.**~~

~~**This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.**~~

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Legal	Americans with Disabilities Act of 1990
	Wis. Stat. 111.34

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF (Tabatha)
Code	po4215 Final
Status	
Adopted	December 14, 2020

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 at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

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 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.

It shall not be a violation of this policy for tobacco products to be used inside or in the immediate vicinity of the School Forest caretaker's residence by the residents of the home and guests provided that no students are present.

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 plant, whether natural or synthetic, that is intended for inhalation. "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

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of WEAPONS
Code	po4217 includes 30-2 Tech Corrections
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

4217 - **WEAPONS**

The Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun-free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her personal vehicle while transporting students for school-sponsored events or school-related purposes in his or her own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

Definition of "Weapon"

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons **(as defined in 941.295(1c)(a), Wis. Stats.)**, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;

B. items approved by a Principal as part of a class or individual presentation under adult supervision, including but not limited to hunters' education course, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);

C. theatrical props used in appropriate settings;

D. starter pistols used in appropriate sporting events; and

E. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The District Administrator may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

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Legal	120.13(1), Wis. Stats.
	175.60, Wis. Stats.
	943.13, Wis. Stats.
	948.605, Wis. Stats.
	948.61, Wis. Stats.
	18 U.S.C. 921(a)(3)
	18 U.S.C. 922
	20 U.S.C. 7151

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of CONFLICT OF INTEREST (Tabatha)
Code	po4230 Final
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

4230 - **ETHICS AND CONFLICT OF INTEREST**

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

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

A. No support employee, officer, or agent shall engage in or have **a personal or** financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. **Specifically, support employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds~~This includes not only those interests that violate State criminal law, which typically requires at least~~** $15,000**~~in financial interest~~**, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private **pecuniary interest and/or** benefit.

B. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, **anything of substantial value,** or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

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

   1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties

   2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees

   3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records

   4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

   5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

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

D. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

E. Support employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the **support** ~~**professional**~~ employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

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

   However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $25.00 or less.

F. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

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

G. Support employees, officers, and agents found to be in violation of this conflict of interest policy may be subject to disciplinary actions in accordance with Policy 4139 and discipline as specified in the Employee Handbook.

No support staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first providing notice to the District Administrator.

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

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use their public position to obtain a financial gain or anything of substantial value for themselves or their immediate family, as defined in 19.42(7), Wis. Stats.

Revised 7/13/20

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Legal	19.59, 19.42(7), 946.13, Wis. Stats.
	2 C.F.R. 200.12
	2 C.F.R. 200.113
	2 C.F.R. 200.318
	7 C.F.R. 3016.36(b)(3)
	7 C.F.R. 3019.42

Book	Policy Manual
Section	Policies for Keith to approve, 31-1 Technical Corrections
Title	Copy of EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS
Code	po4310 Approve
Status	
Adopted	December 9, 2019

4310 - **EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS**

The Board ~~**of Education**~~ acknowledges the right of its support staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the support staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the support staff member's expression could conflict with the District's interests. In such situations, **the employee** ~~**s/he**~~ should:

A. state clearly that the~~**ir**~~ expression represents personal views and not necessarily those of the School District;

B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;

C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District;

D. refrain from making public expressions which **the employee**~~**s/he**~~ knows to be false or are made without regard for truth or accuracy.

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Legal	Pickering v Board of Ed., 391 U.S. 563 (1968)
	Connick v Myers, 461 U.S. 138 (1983)
	Heffernan v City of Paterson, 136 S.Ct. 1412 (2016)
	Garcetti v Ceballous, 547 U.S. 410 (2006)

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of GRIEVANCE PROCEDURE (Tabatha)
Code	po4340 includes 30-2 Tech Correction update, Final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

4340 - **GRIEVANCE PROCEDURE**

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

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

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

A. the name and position of the grievant;

B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);

C. the issue involved;

D. the relief sought;

E. the date the incident or violation took place;

F. the specific section of the Policy Manual alleged to have been violated;

G. the signature of the grievant and the date.

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

A. **Principal/ Supervisor:**

If an ~~**Any**~~ employee ~~**who**~~ believes **they have** ~~**s/he has a**~~ matter subject to the grievance procedure shall present the grievance to the Principal/Supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of ~~**his/her**~~ **their** decision.

B. **District Administrator:**

In the event the Principal's/Supervisor decision does not resolve the problem, the employee may, within five (5) **business** ~~**working**~~ days of the date the Principal's/Supervisor's written decisions is issued, present **their**~~**his/her**~~ grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) **business** ~~**working**~~ days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) **business** ~~**working**~~ days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. **Hearing Before an Impartial Hearing Officer:**

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) **business** ~~**working**~~ days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline, or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determined that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. **When the grievant is the District Administrator, the** ~~**( ) Board President**~~ **(x) Board's legal counsel** ~~**END OF OPTIONS]**~~ **shall be responsible for selection of a hearing officer and arranging a hearing.**

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative.
Any employee representative selected shall be at no expense to the District.

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

D. **Board:**

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

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

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

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

A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.

B. "Termination" does not include voluntary resignation or retirement.

C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

D. **Business days means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during scheduled break periods.**

Revised 12/14/20

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Legal 66.0509(1m), 118.22, 118.24, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - EMPLOYEE ANTI-HARASSMENT
Code	po4362 Final
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

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 ~~trans~~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**~~Protected CharacteristicsClasses~~), and encourages those within the School District community as well as **T**~~t~~hird **P**~~p~~arties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

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

~~[ ] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.~~

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

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

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

A. ~~**places a school employee in reasonable fear of harm to his/her person or damage to his/her property;**~~

B. ~~**is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;**~~

C. ~~**has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.**~~

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

A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;

B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;

C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;

D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;

E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;

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

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

Sexual Harassment covered by Policy 2266/(x) AG 2266 [END OF OPTION] – 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/(x) AG 2266 [END OF OPTION] - 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**~~**assault**~~;

C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions ~~**of a sexual nature**~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, **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**~~**videotapes**~~, **posters,** audio recordings, or literature, placed in the work ~~**or educational**~~ environment **that reasonably may embarrass or offend individuals**~~**, which 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. ~~**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;**~~

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

M. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; ~~**and**~~

N. **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**

O. 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.

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

Religious (Creed) Harassment

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

National Origin/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**~~**disabling condition**~~ or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

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 or COs):

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

Christopher Nyman
Coordinator of Professional Learning
715-261-0551
415 Seymour Street, Wausau, WI 54403
cnyman@wausauschools.org

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

A. in the staff handbooks.

B. on the School District's web site.

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 ~~[ ] Option 1 the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. [END OF OPTION 1]~~ [x] Option 2 the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2] 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 District Administrator 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**~~**and third parties, which includes all staff,**~~ are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a **report**~~**complaint**~~ shall file it with the ~~**District's**~~ Compliance Officer **within two (2) days of receiving the report of harassment**~~**at his/her first opportunity**~~.

Members of the School District community **and Third Parties**~~**or third parties**~~ who believe they have been harassed by another member of the School District community or a **Third Party**~~**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**~~**complaining individual's**~~ employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.

B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.

C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.

D. Appropriate District officials are as follows:

1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall **coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.**~~assume the role of the District Compliance Officer for such complaints~~.

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

E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator **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 have handled in accordance with 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 4362 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.

~~**District Compliance Officers**~~

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

~~**[NOTE: School Districts are advised to appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) COs, there should always be a CO available to investigate or to assist the District Administrator in investigating a claim of discrimination that pertains to the other CO.]**~~

~~**(Name)**~~

~~**(School District Title)**~~

~~**(Telephone Number)**~~

~~**(Office Address)**~~

~~_____~~
~~(E-mail)~~

~~_____~~
~~(Name)~~

~~_____~~
~~(School District Title)~~

~~_____~~
~~(Telephone Number)~~

~~_____~~
~~(Office Address)~~

~~_____~~
~~(E-mail)~~

~~The names, titles, and contact information of these individuals will be published annually: [NOTE: Select more than one (1) option]~~

A. ~~( ) in the staff handbooks.~~

B. ~~( ) in the School District Annual Report to the public.~~

C. ~~( ) on the School District's web site.~~

D. ~~( ) on each individual school's web site.~~

E. ~~( ) in the School District's calendar.~~

F. ~~( ) _____.~~

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

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

Investigation and Complaint Procedure (see From 4362 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, a~~A~~ny employee or other member of the School District community or **Third Party (e.g., visitor to the District)** who believes that **they have**~~s/he has~~ been subjected to harassment or has witnessed harassment of another may seek resolution of **the**~~his/her~~ complaint through the procedures ~~as~~ 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.**~~Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.~~

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

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of 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~~An individual who believes s/he has been subjected to harassment hereinafter referred to as the complainant,~~ **who alleges harassment based on a protected class or retaliation** may file a complaint, either orally or in writing**: 1)** with a ~~teacher,~~ Principal~~,~~**; 2) directly to one of the** CO**s;**~~,~~ **or 3) to the** District Administrator~~,~~ or other supervisory employees. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, ~~who~~ **will**~~may,~~ **consult** ~~in consultation~~ with the other CO, if any, **and if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.**~~assume the role of the CO for such complaint.~~

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) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) ~~business~~ days.

Throughout the course of the process as described herein, the CO should keep the parties **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**~~it is available~~: the identity of the **Respondent**~~individual believed to have engaged in, or be actively engaging in, harassment~~; 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**; and the resolution sought by the Complainant**.

If the **C**~~c~~omplainant 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 **C**~~c~~omplainant 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 **C**~~c~~omplainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the **C**~~c~~omplainant and/or the **Respondent**~~alleged harasser~~. In making such a determination, the CO should consult the Complainant to assess **whether the individual agrees with**~~his/her position to~~ the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions **deemed**~~s/he deems~~ appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the complainant or respondent.

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

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. The 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 **two (2)**~~five (5) business~~ days of receiving the complaint, the CO will initiate **an**~~a formal~~ investigation **by at a minimum confirming recept of the complaint with the Complainant and informing the Complainant of the investigation process**~~to determine whether the complainant has been subject to offensive conduct/harassment~~.

~~[ ] [OPTION 1] 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.~~ **[x] [OPTION 2] 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. [END OF OPTIONS]** ~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint.~~

The investigation will include:

A. interview**(**s**)** with the **C**~~c~~omplainant;

B. interview**(**s**)** with the **R**~~r~~espondent;

C. interviews with any other witnesses who ~~may~~ 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 District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the **Respondent engaged in harassment of or retaliation toward the Complainant**~~complainant has been subjected to harassment~~. 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 District Administrator.

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

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

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

If the District Administrator determines the Respondent engaged in harassment of or retaliation toward the Complainant, the District Administrator 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 District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 4340. 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 **T**~~**t**~~hird **P**~~**p**~~arty 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 ~~**School**~~ District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. **Additionally, the Respondent must be provided with the Complainant's identity.**~~**All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.**~~

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation, and if so, shall instruct all

members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that **is learned or provided** ~~s/he learns or that s/he provides~~ during the course of the investigation.

Directives During Investigation

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

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

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

Remedial Action ~~**Sanctions**~~ **and Monitoring**

~~**The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment.**~~
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 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 District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

Retaliation

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

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in 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 District Administrator shall be advised that local law enforcement was notified.

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

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**/or** received as part of an investigation, **which may include**~~**including,**~~ 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**~~interim~~ measures offered and/or provided to **Complainant and/or the Respondent**~~complainants~~, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

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

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.**~~; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.][DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

Q. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

R. **(x) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**

S. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**

T. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

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

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

111.31, 118.195, 118.20, Wis. Stats.
~~20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)~~
~~20 U.S.C. 1681 et seq.~~
~~20 U.S.C. 1681 et seq., Title IX~~
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973
~~**29 C.F.R. Part 1635**~~
~~**29 U.S.C. 6101, The Age Discrimination Act of 1975**~~
42 U.S.C. 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
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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

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Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111 Approve
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for purposes of attending the District's schools.

B. The District shall not make residency determinations on the basis of an individual's alienage.

C. The District shall consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.

D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth grade status and who no longer reside within the District shall be permitted to complete their high school education tuition-free.

E. Resident students in grades nine (9) through twelve(12) who attend a tribal school, private school, or home-based private educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.

F. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District shall be accepted into the District's educational programs for up to two (2) classes if the Board determines there is sufficient space in the classes.

G. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at their former school district shall be allowed to complete their education at the former school district. The school board of residence shall pay the student’s tuition, and if the parent has paid such tuition, the resident board shall reimburse the parent, upon request of the parent, within three (3) years. The school of attendance shall count the student in its membership.

H. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

I. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements unless a court order specifies a different District of attendance.

J. Foreign students, participating in a bona fide foreign-exchange program, may be admitted consistent with Federal law.

K. Students whose parents reside in the State but do not reside within the District, but who present evidence that they will move into the District within nine (9) school weeks, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.

L. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.

M. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.

N. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.

O. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time if the Board determines there is sufficient space in the classroom.

P. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.

Q. The District will provide educational services for those students who are eligible and are residing in correctional facilities located within the Wausau School District as well as youth housed at the Marathon County Juvenile Detention Center.

R. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:

1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll.

2. If the student has been expelled by a public school in another state or by a Wisconsin charter school, the District Administrator may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the term of the expulsion.

3. Conditional Enrollment If a student has been expelled by another Wisconsin or out-of-state public school district, and will not be otherwise enrolled under this policy, the student may be enrolled during the period of expulsion if the Board, following input from the District Administrator, sets forth one (1) or more conditions of enrollment that are related to the reasons for the student's expulsion, and which are agreed to by the student, or if the student is a minor, the student's parents. Acceptance of the enrollment conditions is evidenced by continued enrollment during the period of expulsion. The Board may specify in a written order one (1) or more enrollment conditions instead of, or in addition to, any early reinstatement conditions, if any, imposed by the board that expelled the student instead of, or in addition to, any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal. If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in a school in the District. The determination of the District Administrator is final.

    a. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after their conditional enrollment, but before the expiration of the term of expulsion, the District Administrator may revoke the student’s conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student’s conditional enrollment is appropriate. If the District Administrator revokes the student’s conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student’s parent. Within five (5) school days after the revocation of a student’s conditional enrollment, the student, or if the student is a minor, the student’s parent may request a conference with the District Administrator who shall be someone other than a principal, administrator, or teacher in the student’s school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the District Administrator finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student’s record. If the District Administrator finds that the student

violated an enrollment condition and that the revocation was appropriate, they shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the District Administrator is final.

b. If a student's conditional enrollment is revoked, the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.

118.51, Wis. Stats.
118.52, Wis. Stats.
120.13(1), Wis. Stats.
121.77, Wis. Stats.
121.78(2)(a), Wis. Stats.
121.81, Wis. Stats.
121.84, Wis. Stats.
McKinney-Vento Act (42 U.S.C. 11431, et. seq.**)**
118.53, Wis. Stats.
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Legal

118.51, Wis. Stats.

118.52, Wis. Stats.

118.53, Wis. Stats.

120.13(1), Wis. Stats.

121.77, Wis. Stats.

121.78(2)(a), Wis. Stats.

121.81, Wis. Stats.

121.84, Wis. Stats.

42 U.S.C. 11431, et. seq.

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN
Code	po5111.02 Approve
Status	
Adopted	December 9, 2019

5111.02 - **EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN**

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

A. facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;

B. facilitating the on-time graduation of children of military families; and

C. providing for the consistent collection and sharing of information between and among schools and military families.

A student whose parent is an active duty member of the uniformed services and has been called to duty for, is on leave from, or returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the District Administrator to visit with his/her parent relative to such leave or deployment of the parent. The additional excused absences granted by the District Administrator, to visit with a parent who has returned from deployment, is only required, if the return was within the past thirty (30) days

[X] The District Administrator shall maintain **administrative** guidelines for implementation of this policy which are consistent with the Compact and State law. **Such** ~~**The**~~ guidelines shall apply to children of military families within the state as well as between member states.

Interstate Compact on Educational Opportunity for Military Children
14.91, Wis. Stats.

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Legal	Interstate Compact on Educational Opportunity for Military Children
	2009 Wisconsin Act 329

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of ENTRANCE AGE (Ed Team) Review with Tim
Code	po5112 Final
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5112 - **ENTRANCE AGE**

The Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. **Kindergarten**

1. A child is eligible for entrance into four (4) year old kindergarten if s/he attains the age of four (4) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements.

2. A child is eligible for five (5) year old kindergarten when s/he attains the age of five (5) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

B. **First Grade**

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program Full or part time or must receive a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his/her prior state or country.

2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.

3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

   NOTE: Items one (1) and two (2) above are required by statute. The law requires that if the principal is to have discretion in first grade enrollment, a provision allowing such discretion must be included in policy. Item three (3) provides principal discretion; however, the District also may draft District specific language that provides discretion for the principal and replace the drafted language in item three (3).

C. **Appeal of Denial of Waiver**

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the District Administrator by submitting a written request to the District Administrator within ten (10) calendar days of the decision of the principal.

Appropriate school personnel will conduct an evaluation. The building principal will be consulted and, once the evaluation is completed, a plan will be determined and shared with the parents/guardians.

D. **Initial Entry**

Children entering the District for the first time must comply with State law. Students must have an immunization record on file at the school. Any student who does not have the proper immunization may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

Each child who is entitled to admittance into a public school in the District must have a school-entry health examination. The school health services plan shall contain provisions to assist students in obtaining health examinations. Such examinations shall be conducted consistent with Policy 5310 - Health Services.

~~**A child may be exempt from the required health examination and/or immunization upon written request of the parent of such child stating the objection to examination and/or immunization on religious grounds, personal conviction, or for medical reasons certified by a competent medical authority.**~~

Any student and/or his/her parent(s) who enters the District for the first time must disclose **prior or pending school expulsions**~~**the following information**~~ at the time of enrollment:

1. ~~**prior school expulsions;**~~
2. ~~**referrals to the court for habitual truancy (if the child is open enrolling and is considered a habitual truant in the district they are coming from, the non-resident district may deny enrollment.)**~~
3. ~~**arrests resulting in a charge;**~~
4. ~~**juvenile justice actions; and**~~
5. ~~**referrals to mental health services.**~~

~~**Any student who discloses any of the above-referenced matters is subject to the provisions of the Code of Student Conduct, Policy 5500, and Policy 5610 relating to disciplinary placement and/or assignment of students.**~~

E. **Verification of Residence**

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

F. **Early Admission**

The District shall prescribe procedures, conditions, and standards for early admission to four (4) year old kindergarten, five (5) year old kindergarten, and first grade.

G. **Kindergarten Admission**

To enter kindergarten a child must be five-years-old on or before September 1st in the year the child proposes to enter school. The parents/guardians of any child who will not be five-years-old on or before September 1st in the year the child proposes to enter kindergarten, may apply to have their child admitted to kindergarten at the opening of school for that year. The following procedure shall be followed:

1. Parents/guardians must request, in writing, that their child be considered for early entrance into kindergarten. This letter is to be sent to the Superintendent of Schools or his/her designee at least 90 days before the opening of school and shall include a statement of the reasons the application is being made. The 90-day requirement may be waived for persons new to the District; however, no early admissions shall be made after the third Friday in September.
2. The child will be required to participate in an Early Entrance Screening.
    a. The screening will consider emotional, social, physical, cognitive, and readiness skills. A licensed school psychologist will conduct the individual screening. Other school professionals will be consulted when appropriate. This evaluation will be at no cost to parents/guardians.
    b. After the screening has been completed, a meeting will be held with the parents/guardians to consider the appropriateness of early entrance into kindergarten. The criteria used by the District in making its decision will be whether or not the child is in the superior range in areas of social, emotional, physical, and cognitive readiness.
3. Parents/guardians have the right to appeal the early entrance decision to the Director of Pupil Services.

If a student is approved for early entrance into kindergarten, school personnel and parents/guardians will monitor and review placement after six weeks to ensure the student is appropriately placed.

H. **Older Students**

A person who is a resident of the District and over twenty (20) years of age may enroll providing the District Administrator does not think his/her enrollment will interfere with the education of the other students.

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Legal Wis. Stats 118.14, 118.15, 120.12(25)

Book	Policy Manual
Section	Policies for the Board, 31-1
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Code	po5113 Final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

5113 - **OPEN ENROLLMENT PROGRAM (Inter-District)**

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

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. **Non-Resident District**

A school district located in Wisconsin which is not a student's district of residence.

B. **Non-Resident Student**

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

C. **Tuition Student**

A non-resident student who attends school in the District and pays tuition in accordance with State law.

D. **Full-Time Enrollment**

A student is enrolled for the entire school day and receives all ~~**of his/her**~~ required education in this District.

E. **Class Size**

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

F. **Program Size**

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. **Resident Student**

A student who is a resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

FULL-TIME OPEN ENROLLMENT

A. **Procedures for Processing of Open Enrollment Applications**

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

The District will establish a waiting list of all applicants. Applicants will be placed on the list in the order received.

After the date specified in s. 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

1. A parent notifies the nonresident school board that the student will not attend the nonresident school district.

2. A parent fails to provide the notification required in s. 118.51(3)(a)6., Wis. Stats.

3. The Board determines that additional spaces have become available since its determination at the January Board meeting.

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

B. **Decisional Criteria for Non-Resident Applications**

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

1. Whether the Board has determined that there is space in the schools, programs, classes, or grades within the District for non-resident students. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or (3m)(a) and are already attending public school in the District.

   Other factors the District Administrator may consider in determining the availability of space includes:

   a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.

   b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings

   c. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non-resident open enrollment students, ~~**the required length of K-12 attendance opportunities for open enrollment students**~~ and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.

2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.

3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:

   a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.

   b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.

c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.

d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, **the student~~s/he~~** is determined to fall under paragraph B. 3.

The Board may request a copy of a non-resident student's disciplinary records from the resident school board.

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's Individualized Education Program ("IEP") are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the district has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.

5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.

6. Whether the non-resident student has been referred to **the non-resident student's~~his/her~~** resident board under Wis. Stat. 115.777(1) or identified by **~~his/her~~the non-resident student's** resident school board under Wis. Stat. 115.77(1m)(a), but not yet evaluated by an individualized education program team.

   If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the non-resident may be transferred to **their~~his/her~~** resident school district.

7. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

   The truancy determination shall be made on the sole basis of enrollment in the non-resident district. Open enrollment may not be denied based on the student's truancy from any other district.

C. **Reapplication Procedures**

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

D. **Transportation**

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation if space is available on a regularly-scheduled bus route. The bus spot for a non-resident student may be revoked if an increase in resident students creates a full bus. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by **the student's~~his/her~~** IEP.

The Board will not permit a neighboring district to bus resident students from within its boundaries for attendance at the non-resident neighboring district. The District Administrator shall develop procedures for implementing this provision.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria

and has not applied to more than three (3) non-resident school districts. (See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.)

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

[X] DELEGATION TO DISTRICT ADMINISTRATOR

The Board delegates to the District Administrator the authority to approve or deny open enrollment applications (-X) including under the alternative procedures consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.

B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.

C. The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:

1. participation in interscholastic athletics
2. District transportation services
3. transfer of academic credit
4. assignment within the District
5. payment of fees and other charges

Application of Emergency Orders

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the District Administrator.

Revised 7/13/20

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

Book	Policy Manual
Section	Policies for Keith to approve, 31-1 Technical Corrections
Title	Copy of PERSONAL COMMUNICATION DEVICES
Code	po5136 Approve
Status	
Adopted	December 9, 2019

5136 - **PERSONAL COMMUNICATION DEVICES**

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Student use of PCDs will be governed by the individual school's student handbook or the District's Parent/Student Handbook.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying ~~**and Other Forms of Aggressive Behavior**~~. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable

manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

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5200 - **ATTENDANCE**

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless 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 Wausau School District Administrator 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 absence.

School Attendance Officer

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

A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.

B. Initiate communication with parent, guardian, and/or student to verify absence and promote school engagement.

C. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.

D. 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**

The student has been excused by **their**~~**his/her**~~ parent 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 a funeral
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**~~**his/her**~~ parent**(s)** agree~~**s**~~ that the student will continue to participate in such a program.

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

Parent Communication

It is the expectation that the parent/guardian initiates communication with school personnel within 48 hours of the absence to verify the absence.

Unexcused Absences

The School Attendance Officer will communicate with parent, guardian, and/or student to verify absence and promote school engagement.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

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 or personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the School Attendance Officer.

No student shall be released to anyone who is not authorized such custody by the parents.

Partial and Full Day Absence

Per the Wausau School District:

One-Half Day of School Absence: Arriving at or leaving school and missing thirty (30) minutes or more of either the morning or the afternoon session at the elementary level and missing 50% of the instructional day at the secondary level. Attendance at the secondary level is taken by class period. Missing ten (10) minutes of a class period constitutes an absence for that class period. 4.

Full Day of School Absence: Three-fourths (3/4) of the instructional day at the secondary and elementary level is considered a full day absence.

Truancy

A student will be considered truant if s/he 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 Sec. 118.15, Wis. Stats. will also be considered truant.

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

Designated school staff will consistently review student attendance records and attempt to actively engage the student and parent/guardian when attendance concerns are identified. The following actions may be utilized, but not limited to, to support and promote student attendance:

A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents

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 and law enforcement

G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under

this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st 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 responsibility under State law to cause the student to attend school regularly

B. a statement that the parent 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 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 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 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 ~~if s/he~~ upon failure~~fails~~ to cause the child to attend school regularly as required by State law.

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

Referral to the District Attorney

Truancy cases may be referred to the District Attorney. 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 to discuss the student's truancy or attempted to meet with the student's parent 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 ~~his/her~~ 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, which was requested in the Notice of Habitual Truancy to the parent, 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 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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Legal	118.15, Wis. Stats. 118.153, Wis. Stats. 118.16, Wis. Stats. 118.162, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of FULL-TIME STUDENT - Updated Draft to Discuss with Tim (JR)
Code	po5200.01
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

5200.01 - **FULL-TIME STUDENT**

The Board defines a full-time student as

ELEMENTARY AND MIDDLE SCHOOL

A full-time student in Grades PK-8 must be enrolled for the hours established by the Board as a regular school day.

HIGH SCHOOL

A full-time student in high school must be enrolled in ~~**five**~~ **six (6)** 1/2 credit courses per semester and must be in attendance during regular school hours on a daily basis.

CHARTER SCHOOL

A full-time student in a charter school must be enrolled for the hours established by the Board of Education as a regular school day or the school day as established under charter contract.

SPECIAL CASES

Students with exceptional interests, needs, or requirements may be enrolled for fewer classes or fewer hours and still be considered a full-time student. Examples of exceptional interests, needs, or requirements would include, but not be limited to, the following: special education students, truants, homebound students, students at risk, **and students enrolled in Early College Credit Program (ECCP) or Start College Now (SCN) courses, ~~or~~ pursuing other enrichment opportunities, or in their final semester of high school.** In all incidences where modification to the regular school program is considered necessary, approval must be obtained by the principal or designee in consultation with the Director of Pupil Services.

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Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335 Approve
Status	
Adopted	December 9, 2019

5335 - **CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) with every effort made to provide them with the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan

Chronic health conditions, for the purposes of this policy, shall include but not be limited to:

A. "peanut" and other food allergies;

B. allergies;

C. asthma;

D. diabetes;

E. seizure disorder;

F. **(X) neuro-muscular disorder**~~_____~~; and

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 and Policy 8350.

The District will coordinate school health practices for management of a chronic health condition and shall provide for:

A. identification of individuals with chronic health conditions;

B. development of **Individual Health Plans (IHP)**~~**individual health care action plans**~~ as appropriate;

C. coordination of health care management activities by school staff;

D. communication among school staff who interact with children with chronic health conditions;

E. development of protocols to prevent exposure/episodic reactions;

F. awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips;

School health practices shall provide students with chronic health conditions the opportunity for:

A. full participation in physical activities when students are well;

B. modified activities as indicated by the student's **IHP**~~**health care action plan, 504 plan**~~, or Individualized Education Plan ("IEP");

C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;

D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches;

Healthcare management activities shall include:

A. procedures to obtain, maintain, and utilize written **IHP**~~**health care action plans**~~, signed by the child's parents and physician, for each student with a chronic health condition;

B. a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written **IHP**~~**health care action plan**~~ on site;

C. established communication strategies for students to use to tell an adult they may be having a health-related problem;

D. procedures for students to have immediate access to medications in accordance with Policy 5330 and AG 5330 that allow students to self-care and self-administer medications, inhalers, and **epinephrine auto-injectors**~~**Epi-pens**~~, as prescribed by a medical professional and approved by parents~~**/guardians**~~;

E. prevention strategies to avoid causal elements;

F. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;

G. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school related activity or event;

Staff will be trained about chronic health conditions and their control at least annually in each school in which there is a student with a chronic health condition.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, at least annually, by a licensed health professional.

The school nurse shall maintain a copy of the training program and the records of training completed by school employees.

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Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL (Ed Team) JR Approve
Code	po5461 Final
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

5461 - **CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL**

The Board shall establish programs to serve children in the District who are identified as "children at-risk" in compliance with State statutes. This policy meets the requirements of State law which includes identifying and serving "children at-risk" students as defined below:

Students who are at-risk of not graduating high school because they are dropouts or are at least two (2) of the following:

A. one (1) or more years behind their age group in the number of high school credits attained

B. two (2) or more years behind their age group in basic skill level (math and reading)

C. habitually truant

D. parents

E. adjudicated delinquents, and

F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade

The District shall identify all children at-risk enrolled in the District**. The District shall annually develop a plan describing how the Board will meet the needs of such students.**~~**and assure that a plan is developed for each such student that describes how the District will meet each student's needs.**~~ Each plan shall be completed on or before August 15th of each year.

All programs and services developed for "children at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed.

The Board uses an Equitable Multi-Level System of Supports (EMLSS) Model that is designed as a continuum for Literacy, Mathematics, and Behavior. EMLSS is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

A. multi-level, high quality instructional approached for general, at-risk, advanced learners, and special education student needs;

B. a balanced assessment system;

C. collaborative practices.

The Board will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of course or subject area **they are**~~**s/he is**~~ enrolled through systemic practices of EMLSS. Student capabilities will be identified for EMLSS using multiple

criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction's recommendations.

The District will maintain an EMLSS Framework and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually.

Parent involvement will be actively solicited to improve student success. Community service agencies' participation and partnerships will be encouraged and actively sought to meet student needs.

Students shall be identified and referred to these programs and services in accordance with State regulations and guidelines established by the administration. An annual report concerning "children at-risk" shall be made to the Board.

TC 12/14/20

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Book	Policy Manual
Section	Policies for the Board, 30-2
Title	NEW POLICY - VOL. 30, NO. 2 - CONDUCT IN VIRTUAL CLASSROOM--Accept with Changes
Code	po5500.01
Status	

NEW POLICY - VOL. 30, NO. 2

5500.01 – **CONDUCT IN VIRTUAL CLASSROOM**

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. ~~**[ ] This includes, but is not limited to, the following prohibited behaviors:**~~

A. ~~**( ) Use or display of a weapon;**~~

B. ~~**( ) Use or display of tobacco or related products such as electronic/vaping instruments;**~~

C. ~~**( ) Use or display of alcohol or illegal drugs;**~~

D. ~~**( ) Dress or attire in violation of the student dress code;**~~

E. ~~**( ) Language or gestures in violation of the student code of conduct;**~~

F. ~~**( ) Display, including as a background, of images or artifacts in violation of nondiscrimination policies or otherwise inappropriate;**~~

G. ~~**( ) Use of cell phones unless authorized by the teacher as part of class activities, including use of cell phone or any other recording device to record or photograph class;**~~

H. ~~**( ) Leaving the virtual classroom during class without the teacher's permission;**~~

I. ~~**( ) _____;**~~

J. ~~**( ) _____;**~~

K. ~~**( ) _____.**~~

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Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of DRESS AND GROOMING
Code	po5511 Approve
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

5511 - **DRESS AND GROOMING**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;

B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;

C. cause excessive wear or damage to school property;

D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;

B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

A. Obscenity

B. Language or depictions intended to incite violence or foment hatred of others

Dress that is **protected** speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

If the clothing cannot be removed or concealed, and other clothing options are not available for the student, the student may be sent home after contact is made with the student's parent/guardian. The school will make attempts to collaborate with the guardian to provide alternative clothing so the student can remain within the educational environment.

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Legal 120.13(1), Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS (Matt) Approved MC
Code	po5512 Final
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

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 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 at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

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 plant, whether natural or synthetic, that is intended for inhalation. "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

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of CARE OF DISTRICT PROPERTY
Code	po5513 Approve
Status	
Adopted	December 9, 2019

5513 - **CARE OF DISTRICT PROPERTY**

Basic to the philosophy of the Board ~~**of Education**~~ is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also their parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age or older shall be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, **computing devices,** school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings **or facilities**. **(See Policy 6152 - Student Fees, Fines, and Charges.)**

The District Administrator may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature.

In no case shall such referral to juvenile authorities be made without prior notification to the student's parent.

The District Administrator shall develop administrative guidelines to implement this policy.

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Legal	120.13, Wis. Stats.

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE
Code	po5540.01 Approve
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

5540.01 - **INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE**

In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student the law enforcement officer or social services agent determines s/he must speak with.

Office staff shall notify the District Administrator or the building administrator of any such investigation and shall keep a log of activities by the agency conducting the investigation, noting the date, and time of any interviews and the students involved.

The school administration **may**~~**shall**~~ notify the student's parents after being advised by the agency conducting the investigation that parental contact will not impede their investigation. In some instances, such investigations may involve allegations against the student's parent(s), and the investigating ~~**law enforcement**~~ agency may instruct **the** administration not to contact the parents unless and until they are authorized to do so by the investigating agency. The administration shall cooperate with such a request.

If the investigating agency determines that it must remove the student from school in the course of their investigation, the administrator should make a record of when the student was released, the agency to which the student was released and the name of the individual agent that removed the student.

This policy should be viewed in conjunction with Policy 8462. Nothing in this policy affects District staff responsibilities as mandatory reporters of suspected child abuse.

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Legal	Wis. Stats. 48.981

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS
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Adopted	December 9, 2019
Last Revised	February 14, 2022

5630.01 - **USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS**

It is the policy of the Board to permit the use of seclusion and **physical** restraint only when a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" shall comply with State and Federal law regarding the use of seclusion and physical restraint.

"Incident" is defined as an occurrence of a covered individual or a law enforcement officer using seclusion or physical restraint on a student. It is considered one incident if immediately following the use of seclusion or physical restraint on a student, the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and a covered individual or law enforcement officer resumes the use of seclusion or physical restraint.

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention feasible.

B. The duration of the seclusion is only as long as necessary to resolve the clear, present, and imminent risk to the physical safety of the student or others.

C. A covered individual maintains constant supervision of the student.

D. The seclusion room or area is free of objects or fixtures that may injure the student.

E. The student has adequate access to bathroom facilities, drinking water, necessary medication, and meals.

F. No door connecting the seclusion room or area to other rooms or areas is capable of being locked or has a lock on it.

Physical restraint is defined as a restriction that immobilizes or reduces the ability of a student to freely move their torso, arms, legs, or head. The "covered individuals" may only use physical restraint on or with a student only if all of the following apply:

A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention feasible.

B. The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the risk.

C. There are no medical contraindications to the use of physical restraint.

D. None of the following maneuvers or techniques are used:

1. those that do not give adequate attention and care to protecting the student's head
2. those that cause chest compression
3. those that place pressure or weight on the student's neck or throat
4. **those that constitute corporal punishment as defined in 118.31(1), Wis. Stats.** ~~**it does not constitute corporal punishment**~~
5. those that place the student in a prone position

Mechanical or chemical restraint cannot be used on the student. The following does not constitute the use of mechanical restraint:

A. the use of supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff;

B. the use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Actions that are specifically excluded from the definitions of seclusion and physical restraint above include: 1) if a student is not confined to an area from which they are physically prevented from leaving; 2) directing a disruptive student to temporarily separate themselves from the general activity in the classroom to allow the student to regain control or for the teacher to maintain or regain classroom order; 3) directing a student to temporarily remain in the classroom to complete tasks; or 4) briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student.

Parental Notice and Written Report Requirements

A parent is specifically defined as parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Whenever a covered individual or a law enforcement officer uses seclusion or physical restraint with or on a student, the Principal ~~**or their designee**~~ shall notify the student's parent as soon as practicable but no later than one (1) business day after the incident. The notice shall advise the parent of the incident and of the availability of the written report.

Written notification to the parent and documentation to the student official school record shall include the following:

A. the name of the student;

B. name of the staff member(s), any law enforcement officers present for and/or administering the seclusion or physical restraint;

C. date of the seclusion or physical restraint and the time that the restraint began and ended;

D. location of the seclusion or physical restraint;

E. narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to de-escalate the situation and alternatives to seclusion or physical restraint that were attempted; and

F. documentation of all parental contact and notification efforts.

The Principal shall prepare this written report, in consultation with the individuals involved, and any law enforcement officials present during the incident, within two (2) business days of the incident. The written report shall include details of the student and staff involved in the incident, the description of the incident and the actions of the student before, during and after the incident.

The Principal shall meet with the individuals who participated in the incident to discuss the following:

A. the events preceding, during and following the use of seclusion or physical restraint;

B. how to prevent the need for seclusion or physical restraint, including the factors that may have contributed to the escalation of behaviors;

C. alternatives to physical restraint, including de-escalation techniques and interventions and other strategies.

The written report shall be retained as a record by the school district and within three (3) business days of the incident, and the report shall be sent to the student's parent by 1st class mail, or by electronic transmission, or hand-delivered to the student's parent.

In addition, the school principals will be required to prepare and present an annual report to the Board, by October 1, of the number of incidents involving seclusion or physical restraint, the total number of students involved and the number of students with disabilities involved in such incidents.

Annually, by December 1, the Board shall submit its report to the State Superintendent.

Individual Education Program (IEP) Requirements

The law requires that for students with identified disabilities under the Individuals with Disabilities in Education Act (IDEA), the second time that seclusion or physical restraint is used on a "child with a disability,"within the same school year, that does not currently include CPI in the IEP, the student's Individual Education Program (IEP) team must convene as soon as possible after the incident, but no later than ten (10) school days after the incident. The IEP team shall review the student's Individualized Education Plan to ensure that it contains appropriate positive behavioral interventions and supports to address behaviors and any and all intervention and supports to assist related to that behavior that are of concern and to revise the IEP if necessary.

Mandatory Training for Staff

Staff who engage in the lawful use of physical restraint shall obtain training as to the methods of preventing the need for physical restraint, identification of dangerous behaviors that may indicate the need for physical restraint and the methods of evaluating risk of harm such that physical restraint is warranted, experience in administering and receiving various types of restraint, instruction on the effects of restraint, monitoring signs of distress during restraint, obtaining medical assistance and demonstrating proficiency in administering physical restraint.

Pursuant to State law, the District Administrator shall create and maintain a record of the training received by the employees and school staff covered by the State law governing seclusion and restraint.

Limited Training Requirement Exception

Training for staff in the use of physical restraint is required unless the situation is an emergency and a trained individual is not immediately available due to the "unforeseen nature of the emergency." However, at a minimum the school in which physical restraint is used must ensure that at least one (1) employee has been trained in its use.

Disciplinary Action for a Violation of This Policy

In addition to any penalty prescribed by law, the District Administrator is directed by this policy to see that a Board employee who intentionally, knowingly or recklessly violates this policy is subject to disciplinary action up to and including dismissal. A Board employee engages in conduct "intentionally" if, when they engages in the conduct, it is their conscious objective to do so. A Board employee engages in conduct "knowingly" if, when they engage in the conduct, they are aware of a high probability of a violation of this policy. A Board employee engages in conduct "recklessly" if s/he engages in conduct in violation of this policy in a plain, conscious, and unjustifiable disregard of harm that might result to a student and the disregard involves a substantial deviation from acceptable standards of conduct established by this policy.

Retaliation for Fully Implementing or Reporting Violations

No Board employee shall be permitted to retaliate against a person for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.

Revised 12/14/20

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Legal Individuals with Disabilities Education Act, as amended

Wis. Stats. Chapter 115 and 118 (115.787 and 118.305)

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of STUDENT ACTIVISM (Ed Team, Matt) JR recommends selecting "allow" Approved MC
Code	po5720 Final
Status	
Adopted	December 9, 2019

5720 - **STUDENT ACTIVISM**

It is the policy of the Board ~~**of Education**~~ to **(X) allow ~~( ) encourage~~** students to express opinions and ideas, take stands, and support policies, publicly or privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program or present a health or safety hazard**, or violate Board policy**. Students may advocate change of law or school regulations and pursue their advocacy **through lawful means**~~**by due process means**~~.

Students may not use obscenity, slanderous or libelous statements, or disruptive tactics, or advocate violation of the law or school **policies or guidelines**~~**regulations**~~. **(See Policy 5520 - Disorderly Conduct)**

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Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS (Ed Team with Keith and Diana)
Code	po5722 Use Tool Kit and sample from another district to select options
Status	
Adopted	December 9, 2019

REPLACEMENT POLICY - VOL. 31, NO. 1

5722 **- SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

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

For purposes of this policy, school-sponsored student media shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term publication shall include distribution, transmission, and dissemination of a student publication regardless of its medium. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing)

(X), as well as material in electronic or on-line form (including, but not limited to, apps and services (as defined in Bylaw 0100, webpages/sites, web logs ('Blogs), video or audio clips, **( )** (postings of social media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, **(X)** text, wireless broadcast, or other similar distribution/dissemination).

~~**[ ] The Board expressly prohibits the use of social media related to student publications. (DECA social media use)**~~

The term performance shall include presentation and broadcast of a student production. Student productions shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not limited to, radio and television programs, videoblogs (vlogs), podcasts,

(X) social media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology).

(X) and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). ~~**The Board expressly prohibits the use of social media related to student productions.**~~

[DRAFTING NOTE: A Board should only select the following OPTION if it selected either or both of the first OPTIONS under student publication or student production.]

Only District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Policy 7544. School-sponsored student media must also comply with Policy 7540.02.

For purposes of this policy, school community is defined to include students, Board employees (i.e., administrators, and professional and support staff), parent/family members

(X) and other individuals who are

(X) invited by the District Administrator

(X) authorized or otherwise permitted by the District Administrator

to view a performance or receive directly from the District a publication

(X) and those who have been issued credentials to access the District's secure portal.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

~~**[DRAFTING NOTE: With respect to student expression related to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions, select OPTION #1, OPTION #2, OPTION #3, OPTION #4, or**~~

~~OPTION #5.]~~
~~[ ] OPTION #1~~
~~[ ] Nonpublic forum student expression may be published/performed outside the school community (i.e., to the general public). ( ) See Board Policy 9160 – Public Attendance at School Events.~~
~~[END OF OPTION #1]~~
~~[ ] OPTION #2~~
~~[ ] While nonpublic forum student expression generally may be published/performed outside the school community (i.e., to the general public), the following nonpublic forum student expression may only be published/performed to members of the school community: _____ [identify] ( ) See Board Policy 9160 – Public Attendance at School Events.~~
~~[END OF OPTION #2]~~

[X] OPTION #3

[X] While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the District Administrator may authorize specific nonpublic forum student expression to be published/performed outside the school community (i.e., to the general public). A teacher, student, or group of students who wish to have nonpublic forum student expression published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance. **(X)** See Board Policy 9160 – Public Attendance at School Events.

[X] Option D

[X] All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers / viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and / or content of all school-sponsored student media prior to publication / performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy / civility, and respect for authority. School officails may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, or profane, or unsuitable for immature audiences.

[X] Option D-3

[X] While ordinarily school-sponsored student media may only be published / performed to members of the school community, the District Administrator may authorize sp[ecific student media to be published / performed outside the school community, (i.e., to the general public) A student or group of students who wish to have his / her / their student media published / performed outside the school community must submit to the District Administrator a request for prior written approval for such publication / performance.

~~[END OF OPTION #3]~~
~~[ ] OPTION #4~~
~~[DRAFTING NOTE: The Board should select either OPTION #2 or OPTION #3 if it has authorized the limited use of District-approved Social Media to publish/perform nonpublic forum student expression.]~~
~~[ ] While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the following nonpublic forum student expression may be published/performed outside the school community (i.e. to the general public): _____ [identify]. ( ) See Board Policy 9160 – Public Attendance at School Events.~~
~~[END OF OPTION #4]~~
~~[ ] OPTION #5~~
~~[DRAFTING NOTE: The Board should select this OPTION if it has prohibited the use of District-approved Social Media to publish/perform nonpublic forum student media, with the exception of nonpublic forum student media that is disseminated through District-approved Social Media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]~~
~~[ ] Nonpublic forum student expression may only be published/performed to members of the school community. ( ) See Board Policy 9160 – Public Attendance at School Events.~~
~~[END OF OPTION#5]~~

~~[DRAFTING NOTE: PLEASE CHOOSE ONE (1) OF THE FOLLOWING FOUR (4) OPTIONS (A-D). The order in which the below four (4) OPTIONS are listed is not meant to convey a preference or recommendation. Boards should select the OPTION that best reflects their current practice or a new practice they which to henceforth follow. As they consider the following OPTIONS, Board and administrators are encouraged to consult the accompanying Toolkit for a discussion of the different types of forums – e.g., nonpublic forum and limited public forum.]~~
~~[ ] OPTION A [Select if the Board intends to designate all school-sponsored student media, to be limited-purpose public forums (i.e., not subject to prior review/restraint) and allows them to be generally published/performed outside the school community. This is the most permissive of the OPTIONS.]~~
~~[ ] The Board designates all school-sponsored student media as limited-purpose public forums where students can address matters of concern and/or interest to their readers/viewers. All school-sponsored student media may be published/performed outside the school community. The student journalists, content-creators and/or performers involved in these publications/productions have the right to determine the content of the student media.~~
~~[ ] The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content-creators/performers. School officials will not review or restrict the content of school-sponsored student media prior to publication/performance, except with respect to unprotected speech.~~
~~[ ] Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.~~
~~[ ] Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.~~
~~All school-sponsored student media shall contain a notice to the reader/viewer that the material, while school-sponsored, is student-directed and not subject to prior review. Given all student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content. With editorial control comes responsibility. Student journalists, content-creators, and performers are expected to establish and enforce standards, for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.~~
~~[END OF OPTION A]~~

~~[ ] OPTION B [Select if the Board intends to identify specific school-sponsored student publications/productions to be limited-purpose public forums (i.e., not subject to prior review/restraint), which may be published/performed outside the school community. School-sponsored student publications/productions not listed are considered nonpublic forums and will be subject to routine and systematic prior review and restraint. This is the second most permissive OPTION and only permits prior review/restraint of nonpublic forums, and generally allows limited-purpose public forums to be generally published/performed outside the school community.]~~
~~The Board designates the following official, school-sponsored student media to be limited-purpose public forums:~~
~~[List all publications so designated:]~~

~~A. _____~~
~~B. _____~~

~~C. _____~~

~~D. _____~~

~~E. _____~~

~~As limited-purpose public forums the student journalists, content-creators, or performers associated with the above-listed publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content-creators, and/or performers involved in the above-listed publications/productions have the right to determine the content of this student media.~~
~~[ ] The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content-creators/performers.~~
~~School officials will not routinely and systematically restrict the content of the publications and/or productions listed above prior to their publication/performance, except with respect to unprotected speech.~~
~~[ ] Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.~~
~~[ ] Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.~~
~~The above-listed publications and/or productions shall contain a notice to the reader/viewer that the material, while school-sponsored, is student-directed and not subject to prior review. Given the listed student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content, with editorial control comes responsibility. Student journalists, content-creators, and performers are expected to establish and enforce standards for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.~~
~~All other school-sponsored student media including classroom and/or other curricular, co-curricular, or extra-curricular/club-related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media except for those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. [DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just reserve the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board shall provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]~~

~~[DRAFTING NOTE: Select OPTION B-1, OPTION B-2, OPTION B-3, OPTION B-4, or OPTION B-5.]~~
~~[DRAFTING NOTE: The Board should only select this OPTION if it has prohibited all nonpublic forum school-sponsored student publication/performance on social media, with the exception of nonpublic forum school-sponsored student media that is disseminated through District-approved social media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]~~
~~[ ] Nonpublic forum school-sponsored student media may only be published/performed to members of the school community.~~
~~[END OF OPTION B-1]~~
~~[DRAFTING NOTE: The Board should select either OPTION B-2 or OPTION B-3 if it has authorized the limited use of District-approved social media to publish/perform nonpublic forum school-sponsored student media; as mentioned above, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all nonpublic forum school-sponsored student media.]~~
~~[ ] OPTION B-2~~
~~[ ] While ordinarily nonpublic forum school-sponsored student media may only be published/performed to members of the school community, the following nonpublic forum student media may be published/performed outside the school community (i.e., to the general public): _____ [identify] ( ) high school newspaper [could substitute with the name of the publication] ( ) high school yearbook _____ [insert name(s) of specific school-sponsored student publication/production. ( ) See Board Policy 9160.~~
~~[END OF OPTION B-2]~~

~~[ ] OPTION B-3~~
~~[ ] While ordinally nonpublic forum school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific nonpublic forum student media to be published/performed outside the school community (i.e. to the general public). A student or group of students who wish to have his/her/their nonpublic forum student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.~~

[END OF OPTION B-3]

~~[ ] OPTION B-4~~
~~[ ] While nonpublic forum school-sponsored student media generally may be published/performed outside the school community (i.e. to the general public), the following nonpublic forum student media may only be published/performed to members of the school community: _____ [identify]. ( ) See Board Policy 9160.~~
~~[END OF OPTION B-4]~~
~~[ ] OPTION B-5~~
~~[ ] Nonpublic forum school-sponsored student media may be published/performed outside the school community (i.e. to the general public). ( ) See Board Policy 9160.~~
~~[END OF OPTION B-5]~~

~~[END OF OPTION B]~~

~~[ ] OPTION C [Select if the Board intends to identify specific student publications/productions to be limited-purpose public forums but wants to retain the authority to engage in limited and consistent prior review/restraint on the basis of four (4) identified reasons. School-sponsored publications/productions not listed are considered nonpublic forums and will be subject to routine prior review and restraint. This is the second most restrictive and permits some prior review/restraint involving what are otherwise limited-purpose public forums.]~~
~~The Board designates the following official, school-sponsored student media to be limited-purpose public forums:~~
~~[List all publications so designated:]~~

A. ~~_____~~

B. ~~_____~~

C. ~~_____~~

D. ~~_____~~

E. ~~_____~~

~~As limited-purpose public forums the student journalist, content-creators, or performers associated with the above-listed publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content creators and/or performers involved in the above-listed publications/productions have the right to determine the content of this student media. ( ) While designated as limited-purpose public forums, the listed publications/productions are not intended to address general matters of public concern and are not open to public comment. School officials will not routinely and systematically restrict the content of the publications and/or productions listed above prior to their publication/performance; however, school officials may review the content and reject an article/posting/publication/production due to one (1) of the following four (4) reasons:~~

A. ~~where poor grammar or writing is evident;~~

B. ~~where a legitimate question of age appropriateness of the material exists;~~
C. ~~where matters beyond the limited scope of the forum are included; and/or~~
D. ~~where the content involves unprotected speech.~~

~~[ ] The above-listed school-sponsored student publications/productions, while limited-purpose public forums are not intended to address general matters of public concern and therefore are not open to public comment.~~
~~The listed publications and/or productions shall contain a notice to the reader/viewer that the material, while school-sponsored, is student-directed and subject only to limited prior review. Given the listed student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for the content beyond that covered by the school officials' limited prior review, with editorial control comes responsibility. Student journalists, content-creators, and performers are expected to establish and enforce standards for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.~~
~~[DRAFTING NOTE: Select OPTION C-1, OPTION C-2, OPTION C-3, OPTION C-4, or OPTION C-5.]~~
~~[ ] OPTION C-1~~
~~[DRAFTING NOTE: The Board should only select this OPTION if it has prohibited all school-sponsored student publication/performance on social media, with the exception of school-sponsored student media that is disseminated through District-approved social media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security.]~~
~~[ ] School-sponsored student media may only be published/performed to members of the school community.~~
~~[END OF OPTION C-1]~~
~~[DRAFTING NOTE: The Board should select either OPTION C-2 or OPTION C-3 if it has authorized the limited use of District-approved social media to publish/perform school-sponsored student media; as mentioned below, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all school-sponsored student media.]~~
~~[ ] OPTION C-2~~
~~[ ] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public): _____ [identify] ( ) high school newspaper [could substitute with the name of the publication] ( ) high school yearbook [could substitute with the name of the yearbook] ( ) _____ insert name(s) of specific school-sponsored student publications/productions]. ( ) See Board Policy 9160.~~
~~[END OF OPTION C-2]~~
~~[ ] OPTION C-3~~
~~[ ] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.~~
~~[END OF OPTION C-3]~~
~~[ ] OPTION C-4~~
~~[ ] While school-sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members of the school community: _____ [identify]. ( ) See Board Policy 9160.~~
~~[END OF OPTION C-4]~~
~~[ ] OPTION C-5~~
~~[ ] School-sponsored student media may be published/performed outside the school community (i.e., to the general public). ( ) See Board Policy 9160.~~
~~[END OF OPTION C-5]~~
~~All other school-sponsored student publications and productions, including classroom and/or other curricular, or extra-curricular/club-related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media except those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. [DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just reserve the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise~~

~~this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]~~
~~[END OF OPTION C]~~
~~[ ] OPTION D [Select if the Board intends all school-sponsored student media (i.e, publications/productions) to be nonpublic forums - i.e., subject to routine prior review/restraint. This is the most restrictive OPTION.]~~
~~[DRAFTING NOTE: for OPTIONs D-1 through D-5: It is critical that the school officials actually engage in prior review/restraint and not just reserve the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board will be considered to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]~~
~~All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and/or content of all school-sponsored student media prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, or profane, or unsuitable for immature audiences.~~
~~[DRAFTING NOTE: Select OPTION D-1, OPTION D-2, OPTION D-3, OPTION D-4, or OPTION D-5.]~~
~~[ ] OPTION D-1~~
~~[DRAFTING NOTE: The Board should only select this OPTION if it has prohibited all school-sponsored student publication/performance on social media, with the exception of school-sponsored student media that is disseminated through District-approved social media that employs a portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]~~
~~[ ] School-sponsored student media may only be published/performed to members of the school community.~~
~~[END OF OPTION D-1]~~
~~[DRAFTING NOTE: The Board should select either OPTION D-2 or OPTION D-3 if it has authorized the limited use of District-approved social media to publish/perform school-sponsored media; as mentioned above, it is critically important that school officials routinely and consistently exercise their authority to engage in prior review/restraint with respect to the publication/performance of all school-sponsored student media.]~~
~~[ ] OPTION D-2~~
~~[ ] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public): _____ [identify] ( ) high school newspaper [could substitute with the name of the publication] ( ) high school yearbook [could substitute with the name of the yearbook] ( ) _____ [insert name(s) of specific school-sponsored student publications/productions]. ( ) See Board Policy 9160.~~
~~[END OF OPTION D-2]~~
~~[ ] OPTION D-3~~
~~[ ] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.~~
~~[END OF OPTION D-3]~~
~~[ ] OPTION D-4~~
~~[ ] While school-sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members of the school community: _____ [identify]. ( ) See Board Policy 9160.~~
~~[END OF OPTION D-4]~~
~~[ ] OPTION D-5~~
~~[ ] School-sponsored student media may be published/performed outside the school community (i.e., to the general public). ( ) See Board Policy 9160.~~
~~[END OF OPTION D-5]~~
~~[END OF OPTION D]~~
~~[END OF OPTIONS A THROUGH D]~~
~~[NOTE: The following paragraph is OPTIONAL.]~~

~~[ ] Students~~ **(X)** Staff will monitor comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media. Comments will be monitored to verify the age-appropriateness of the material, whether unprotected speech is involved, and whether there is compliance with posted rules for use of the forum and the platform/site's applicable terms of service. Comments that are not age-appropriate for the student-audience for the school-sponsored publication, constitute unprotected speech, and/or violate the posting rules for the use of the forum and/or the platform/site's applicable terms of service will be removed. The review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law.

[X] Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

[DRAFTING NOTE: CHOOSE ONE (1) OF THE FOLLOWING THREE (3) OPTIONS RE: ADVERTISING.]

[X] OPTION #1 [Select if the Board intends to permit advertising in some or all school-sponsored student media but requires a school employee/official to pre-approve the advertisements.]

Advertising is permitted in

(X) all school-sponsored student media.

~~( ) the following school-sponsored student publications/productions: [identify publications/productions]~~

A. ~~_____~~

B. ~~_____~~

C. ~~_____~~

Any advertisements must be consistent with Policy 9700.01 ~~( ) and AG 9700B.~~

Advertisements submitted for publication or inclusion in a production shall be reviewed by

(X) the class/activity advisor

( ) the building principal

( ) the District Administrator

( ) school officials

for a determination that they are appropriate for juveniles. The **(X)** District Administrator ~~( ) Board~~ retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

~~[ ] OPTION #2 [Select if the Board intends to permit advertising in some or all school-sponsored student media that are designated to be limited-purpose public forums, and the students involved in the specific publications/productions will be responsible for accepting or rejecting the advertisements.]~~
~~Advertising is permitted in~~
~~( ) all school-sponsored student media that have been designated as limited-public forums.~~
~~( ) the following school-sponsored student media that have been designated as limited-purpose public forums: [identify publications/productions]~~

A. ~~_____~~

B. ~~_____~~

C. ~~_____~~

~~Any advertisements must be consistent with Policy 9700.01 ( ) and AG 9700B.~~

~~The students in the class(es)/activity(ies) associated with~~
~~( ) all school-sponsored student media that have been designated as limited-purpose public forums~~
~~( ) the above-listed student media~~
~~will determine whether to include advertisements in the publications/productions. Acceptance or rejection of specific advertisements is within the control of the publication/production staff, which may accept those for activities, products, or services that are illegal for students and/or that violate State or Federal law.~~
~~[ ] The publication/production staff is encouraged to consider the age appropriateness of the ads they select.~~
~~[ ] OPTION #3 [Select if the Board intends to prohibit advertisements in all student publications/productions.]~~
~~Advertising is not permitted in school-sponsored student media.~~
~~[END OF OPTIONS RE: ADVERTISING]~~

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions, and advertisements that:

A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;

B. **(X)** fail to identify the student or organization responsible for the publication/performance;

C. **(X)** solicit funds for non-school organizations or institutions when such solicitation has not been approved by the Board.

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~~5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS~~
~~The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.~~
~~For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.~~

~~The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.~~

~~All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.~~

~~The Board expressly authorizes the publication/performance of student media outside the school community (i.e. to the general public). See Board Policy 9160.~~

~~The building principal shall designate one or more professional staff members to serve as advisors for the purpose of establishing guidelines for appropriate subject matter for publication and with responsibility for compliance with established guidelines. The staff member shall review proposed content and promptly notify the student writers whether their proposed article will or will not be published.~~

~~Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.~~

~~Advertising is permitted in all school-sponsored student publications/productions.~~

~~Advertisements submitted for publication or inclusion in a production shall be reviewed by school officials for a determination that they are appropriate for juveniles. The District Administrator retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).~~

~~General Prohibitions~~

~~Regardless of their status as non-public or limited-purpose public *forums*, the Board prohibits publications, productions and advertisements that:~~

A. ~~promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;~~

B. ~~fail to identify the student or organization responsible for the publication/performance;~~

C. ~~solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board.~~

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Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of WEAPONS
Code	po5772 Approve
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

5772 - **WEAPONS**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law and without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, with unguarded blades, clubs, electric weapons **(as defined in 941.295(1c)(a), Wis. Stats.)**, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action that may include immediate suspension and/or recommendation for expulsion.

This policy excludes weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;

A. theatrical props used in appropriate settings;

B. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's business while on District property or at a District-sponsored activity.

C. The School Forest resident caretaker (an employee of the District) may keep and store his/her firearms in the house he/she resides in at the School Forest. Such firearms may not be used for any unauthorized purposes at the School Forest.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

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Legal	120.13(1), Wis. Stats.
	943.13, Wis. Stats.
	948.605, Wis. Stats.
	948.61, Wis. Stats
	18 U.S.C. 921(a)(3)
	18 U.S.C. 922
	20 U.S.C. 7151

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of STUDENT GROUPS
Code	po5840 Approve option selection based on alignment with 2430
Status	
Adopted	December 9, 2019

5840 - **STUDENT GROUPS**

It is the policy of the Board ~~**of Education**~~ that student groups be recognized as authorized school organizations only if they are approved by the ~~**school administration**~~ **(x~~-~~) District Administrator ~~( ) Board [DRAFTING NOTE: SELECT OPTION THAT IS CONSISTENT WITH CHOICE MADE IN POLICY 2430]~~**, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature. **(See Policy 2430 - District-Sponsored Clubs and Activities)**

Membership in the organization or operation of any high school fraternity, sorority, or any other secret society as described by law is prohibited throughout the ~~**School**~~ District. In particular, the Board will not tolerate any type of gang or gang-related activity to occur on District property or while students are under the **supervision of school authorities**~~**auspices of the Board**~~.

Legal	939.22(9), Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of PUBLIC PERFORMANCES BY STUDENTS (Ed Team) Is this specific to off-campus performances? If so, I would select the two options. JR
Code	po5880 31-1 Tech Corrections included, Final
Status	
Adopted	December 9, 2019

5880 - **PUBLIC PERFORMANCES BY STUDENTS**

The Board ~~**of Education**~~ recognizes the value to students of sharing their talents and skills with the community through participation and performances in public events. **Students who participate in public events and performances as part of a District-sponsored group are subject to District policies and regulations for student dress and conduct.**

The Board **establishes the following minimum criteria for permitting**~~**endorses**~~ such performances ~~**when**~~:

A. they constitute a learning experience which contributes to the educational program;

B. the circumstances of the event do not pose a threat to the health, safety, and well-being of the students who will be involved.

C. community service performances.

D. ~~**[ ] parental permission for each minor student is sought and received prior to the performance;**~~

E. **[x] students and student groups are protected from exploitation;**

All requests for local, public performances by students require the approval of the principal.

Performances occurring outside of the state require the approval of the principal and/or fine arts coordinator.

~~**The District Administrator shall develop administrative guidelines to implement this policy which include the requirement that parental permission is sought and received before students participate and that the interests of our students are to be protected and guarded against exploitation.**~~

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of AUTHORIZATION TO MAKE ELECTRONIC FUND TRANSFERS (Bob)
Code	po6108 (Accept recommendation BT) Final
Status	
Adopted	December 9, 2019

6108 - **AUTHORIZATION TO MAKE ELECTRONIC FUND TRANSFERS**

The Board ~~**of Education**~~ authorizes electronic fund transfers (EFTs)**, including any Automated Clearing House (ACH) transactions,** for any purpose including direct deposit, wire transfer, withdrawal, investment, or payment, provided such EFTs are consistent with the provisions of Wisconsin's Uniform Electronic Transactions Code, Chapter 137, Subchapter II. Upon the recommendation of the ~~**( ) District Administrator**~~**Chief Finance and Business Services Officer**~~**Business Manager**~~, the Board shall approve the financial institutions that are authorized to receive monetary transactions through electronic or other medium.

Agreements with financial institutions shall set forth internal controls required by State law and State Administrative Code that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:

A. the official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;

B. the manual signatures of the Board President, Chief Finance and Business Services Officer, and the employees authorized to initiate EFTs shall be contained therein;

C. a requirement that the District maintain documentation signed by the initiator and authorizer of the EFTs to confirm the authenticity of the EFTs;

D. a requirement that, when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the funds.

All District staff shall comply with the provisions of this policy when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

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Legal	Wis. Stat. Chapter 137, Subchapter II
	15 U.S.C.A. 1693, as amended

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of COST PRINCIPLES - SPENDING FEDERAL FUNDS (accept recommendation BT)
Code	po6114 includes 30-2 Tech Correction update, Final
Status	
Adopted	December 9, 2019

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

   To determine whether a cost is reasonable, consideration shall be given to:

   1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;

   2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;

   3. market prices for comparable goods or services for the geographic area;

   4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities;

   5. whether the cost does not represent any significant deviation from the established practices or Board policy which may increase the expense.

   Whether an expenditure is necessary is determined based on the needs of the program. The expenditure must be necessary to achieve an important program objective and it must be established that the expenditure addresses an existing need.

   When determining whether a cost is necessary, consideration may be given to whether:

   1. the cost is needed for the proper and efficient performance of the grant program;

   2. the cost is identified in the approved budget or application;

   3. there is an educational benefit associated with the cost;

   4. the cost aligns with identified needs based on results and findings from a needs assessment

   5. the cost addresses program goals and objectives and is based on program data.

   A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

B. Conform to any limitations or exclusions set forth as cost principles as required by law or in the terms and conditions of the Federal award.

C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

E. Be determined in accordance with generally accepted accounting principles

F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the District Administrator shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;

2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures (as defined in Policy 7455 - Accounting System for Capital Assets):

A. **Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.**

B. **Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.**

C. **Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity.**

D. **Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR 200.436 and 2 CFR 200.465.**

E. **When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.**

F. **If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.**

Cost Compliance

The District Administrator shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect

A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project;

materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the District Administrator, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Wisconsin Department of Instruction (DPI) or the pass-through entity (Federal funds subject to 2 CFR Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

When Obligations are Made

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:	The obligation is made:
Acquisition of Property	On the date the District makes a binding written commitment to acquire property
Personal services by an employee of the District	When the services are performed
Personal services by a contractor who is not an employee of the District	On the date the District makes a binding agreement to obtain the services
Public utility services	When the District receives the services
Travel	When the travel is taken
Rental property	When the District uses the property
A pre-agreement cost that was properly approved by the Secretary under federal regulations, 2 CFR part 200, Subpart E	On the first day of the project period

Period of Performance

All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance.

In the case of a State administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is awarded unless otherwise stated in the grant.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized, or other terms are provided for in the grant. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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Legal	2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.474(b)

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of POST ISSUANCE TAX EXEMPT BOND COMPLIANCE (Accepted some language declined on the AG references BT)
Code	po6146 Final
Status	
Adopted	December 9, 2019

6146 - **POST ISSUANCE TAX EXEMPT BOND COMPLIANCE**

The Board may from time to time issue bonds and other obligations. These interests are excludable from gross income for Federal income tax purposes or are excludable from interest that is paid in whole or in part by the Federal government or which bonds otherwise enjoy certain preferential treatment under the Internal Revenue Code of 1986, as amended, (the "code") or regulations **developed~~promulgated~~** implementing the Code (the "regulations"). **Such obligations may include tax-exempt obligations and/or obligations eligible for tax credits (direct subsidies to the School District or tax credits to bond owners). All such tax-exempt obligations or tax-advantaged obligations are referred to herein as "Obligations," whether in the form of general obligation bonds, revenue bonds, bond anticipation notes, tax anticipation notes, lease-purchase obligations, installment-purchase obligations or otherwise.**

This policy ~~( ) and related AG 6146 [END OF OPTION]~~ document(s) practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for Federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The Federal tax law requirements applicable to each issue of Obligations will be detailed in the nonarbitrage or tax compliance certificate prepared by bond counsel (the "Tax Certificate") and signed by officials of the District and the post-closing compliance checklist provided by bond counsel with respect to such issue. This policy ~~( ) and related AG 6146 [[END OF OPTION]~~ establish(es) a permanent, ongoing structure of practices and procedures that will facilitate compliance with the Code, Treasury Regulations and SEC Rule 15c2-12 (the "Rule").

The Board recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of the Obligations, and is an integral component of the District's debt management. Accordingly, the analysis of those facts and implementation of this Policy ~~( ) and Administrative Guidelines [End of Option]~~ will require on-going monitoring and consultation with an attorney experienced in legal work relating to the issuance of tax-exempt obligations or tax-advantaged obligations ("Bond Counsel") and the District's accountants.

This policy ~~( ) and the related AG 6146 [END OF OPTION] ( ) don't~~ (x) doesn't ~~[END OF OPTION]~~ address any post-issuance compliance requirements under State law. Nor is this policy ~~( ) and related AG 6146 [END OF OPTION]~~ a substitute, or a replacement, for any Tax Certificate or a post-issuance compliance checklist relating to specific Obligations. The District is responsible for compliance with any such Tax Certificate or post-issuance compliance checklist.

This policy may be modified, expanded, abridged, or otherwise amended only by the Board upon consultation with the District's attorney and Bond Counsel, but without any notice to or consent from any trustee, bondholder or any other person.

~~The Board adopts this policy to ensure that proper procedures are followed to protect the tax-favored status of each bond issue.~~

The general purpose of the policies set forth herein is to ensure compliance with post-issuance Federal tax requirements generally falling into the following two categories:

A. Qualified Use of Proceeds and Financed Property

Qualified use requirements generally require monitoring of the various direct and indirect uses of bond-financed property over the life of the bonds and calculations of the percentage of nonqualified uses.

B. Arbitrage Yield and Rebate

Arbitrage requirements also require monitoring over the life of the bonds to determine whether the yield on investments

acquired with bond proceeds are properly restricted and the district must file Form 8038-T to pay a yield reduction payment and/or rebate payment.

Responsible Official

The Board designates the chief Finance and Business Services Officer as the Bond Compliance Officer with primary responsibility in post-issuance compliance. The compliance officer is authorized to obtain the assistance of the following in carrying out necessary functions under this policy:

A. Bond Counsel – the District's legal counsel that assists in the bond issuance

B. External Financial Advisors – the District's accounting firm or other financial advisor

C. Bond Paying Agent/Trustee

D. Rebate Analyst

All personnel that are responsible for ensuring post-issuance compliance with the tax rules must receive training or educational resources, as determined appropriate by the Bond Compliance Officer.

Post-Issuance Duties

The Bond Compliance Officer will engage in a detailed review of post-issuance tax compliance with the tax rules to identify instances of noncompliance and prevent violations from occurring, or timely correct identified violations, if possible. When failures to comply with post-issuance compliance requirements are identified, the Bond Compliance Officer will promptly consult with bond counsel to determine if remedial action is available, or if some other action is required.

Private Use

Bond-financed projects are subject to rules and limitations on private use. Private use includes non-governmental activity through leases, management agreements, research agreements, and other type of activity in which a non-governmental entity obtains a benefit or interest in the bond-financed project beyond that normally provided to the public. In the event such special usage is contemplated, the Bond Compliance Officer must assure compliance with applicable tax regulations.

Use of Bond Proceeds

The Bond Compliance Officer shall assure that bond funds are used for the purpose for which the bond issue is authorized and that any project with a combination of authorized expenses from bond proceeds and other funds, result in expenses paid for with bond proceeds that are clearly identified and properly recorded.

The Bond Compliance Officer must assure that investment activities are conducted at fair market value, and may employ bidding procedure to establish a safe harbor. The Bond Compliance Officer shall be aware of any yield restrictions on any bond issue and monitor such. In the event that reimbursement is required, the Bond Compliance Officer shall work with the District's advisors to complete and record those transactions and to assure proper filings with the IRS.

Recordkeeping Requirements

The Bond Compliance Officer is responsible for the maintenance of records relating to the bond financings, and for the transfer of all such records to his/her successor. In the event that different persons are responsible for different aspects of compliance with the tax rules (for example, the investment of bond proceeds and expenditure of bond proceeds on projects), the Bond Compliance Officer will assure coordination with all involved and retention of complete records. **The Board may also enter into a contract with a third party to assist the District in complying with its continuing disclosure obligations.**

The Bond Compliance Officer is responsible for the maintenance of records relating to the bond financings and for the transfer of all such records to his/her successor. In the event that different persons are responsible for different aspects of compliance with the tax rules (for example, the investment of bond proceeds and expenditure of bond proceeds on projects), the Bond Compliance Officer will assure coordination with all involved and retention of complete records.

Continuing Disclosure

Under the provisions of SEC Rule 15c2-12 (the "Rule"), underwriters are required to obtain an agreement for ongoing disclosure in connection with the public offering of securities in a principal amount in excess of $1,000,000. Unless the Issuer is exempt from compliance with the Rule as a result of certain permitted exemptions, the Transcript for each issue of Obligations will include an undertaking by the Issuer to comply with the Rule. The Compliance Officers of the Issuer will monitor compliance by the Issuer with

its undertakings, which may include the requirement for an annual filing of operating and financial information and will include a requirement to file notices of listed "material events."

Records of appraisals, surveys, and studies pertaining to the facilities financed with the proceeds of bonds, as well as any and all contracts entered into for the construction, renovation or purchase of bond-financed facilities, as applicable, shall be retained.

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Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of DEBT MANAGEMENT
Code	po6147 Approve
Status	
Adopted	December 14, 2020
Last Revised	February 14, 2022

6147 - **DEBT MANAGEMENT**

Statement of Purpose

The purpose of the Debt Management Policy is to establish and maintain well defined debt management guidelines for issuing new debt as well as managing outstanding debt to sustain a strong debt management program.

Scope

The Debt Management Policy applies to all debt instruments issued by the District regardless of the purpose for which issued or the funding source for repayment.

Objective

The primary objective is to ensure prudent debt management practices which:

A. maintain financial stability

B. preserve public trust

C. minimize or stabilize costs to taxpayers Preserve access to financial markets

D. preserve access to financial markets;

E. demonstrate adequate administrative oversight of debt program to credit rating agencies

Types of Authorized Debt

The Constitution and laws of the State of Wisconsin limit the power of the District to issue obligations and to contract indebtedness. The District may not borrow money or issue notes or bonds therefore for any purpose except those specified by statute and may only incur indebtedness as prescribed by law.

Bond or Note Anticipation Notes

In anticipation of issuing general obligation bonds or notes, the District is authorized to borrow money using bond or note anticipation notes. The bond or note anticipation notes shall in no event be general obligations of the District, and do not constitute an indebtedness of the District, nor a charge against its general credit or taxing power. The bond or note anticipation notes are payable only from (a) proceeds of the bond or note anticipation notes set aside for payment of interest on the bond or note anticipation notes as they become due, and, (b) proceeds to be derived from the issuance and sale of general obligation bonds or notes which proceeds are pledged for the payment of the principal of and interest on the bond or note anticipation notes. The maximum term of any bond or note anticipation notes (including any refunding) is five years.

General Obligation Bonds

The principal amount of every sum borrowed by the District and secured by an issue of bonds may be payable at one time in a single payment or at several times in two or more installments; however, no installment may be made payable later than the termination of twenty (20) years immediately following the date of the bonds. The Board is required to levy a direct, annual, irrepealable tax

sufficient in amount to pay the interest on such bonds as it falls due and also to pay and discharge the principal thereof at maturity. Bonds issued by the District to refinance or refund outstanding notes or bonds issued by the District may be payable no later than twenty (20) years following the original date of such notes or bonds.

Refunding Bonds

In addition to being authorized to issue bonds, the District is authorized to borrow money using refunding bonds for refunding existing debt. To evidence such indebtedness, the District must issue to the lender its refunding bonds (with interest) payable within a period not exceeding twenty years following the initial date of the debt to be refunded. Such refunding bonds constitute a general obligation of the District. Refunding bonds are not subject to a referendum.

Promissory Notes

In addition to being authorized to issue bonds, the District is authorized to borrow money using notes for any public purpose. To evidence such indebtedness, the District must issue to the lender its promissory notes (with interest) payable within a period not exceeding ten years following the date of said notes. Such notes constitute a general obligation of the District. Notes may be issued to refinance or refund outstanding notes. However, such notes may be payable not later than twenty years following the original date of such outstanding notes.

Temporary Borrowing

The Board may, on its own motion, borrow money in such sums as may be needed to meet the immediate expenses of maintaining the schools in the District during the then-current school year. No such loan or loans shall be made to extend beyond November 1 of the following year or in any amount exceeding one-half of the estimated receipts for the operation and maintenance of the District for the current school year in which the loan is made.

Debt Limit

The District has the power to contract indebtedness for purposes specified by statute.

Procedures for Borrowing

Whenever the Board engages in borrowing outside of borrowing authorized by referendum approved on the Board's initiative, the Board shall determine the method it will use for borrowing, incuding short-term borrowing, establishing a line of credit, or other forms of borrowing. The Board designates the Chief Finance and Business Services Officer to prepare all necessary instruments and resolutions for Board approval. All procedures and required Board action shall be consistent with applicable legal authority for borrowing, including solicitations of bids from potential lenders. Such borrowing shall be in accordance with the provisions of 67.12(8) and require a two-thirds (2/3's) affirmative vote of the entire membership of the Board.

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Legal	67.12, Wis. Stats.

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of BAD CHECKS
Code	po6151 Approve
Status	
Adopted	December 9, 2019

6151 - **RETURNED ~~BAD~~ CHECKS**

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Chief Finance and Business Services Officer shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board ~~**of Education**~~ authorizes the Chief Finance and Business Services Officer to take appropriate action against the student and/or the parents.

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Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of STUDENT FEES, FINES, AND CHARGES (Ed Team still must look at last paragraph, Bob small edit removing reference to 6152.01 as that is being rejected)
Code	po6152 includes 31-1 update, Final
Status	
Adopted	December 9, 2019

6152 - **STUDENT FEES, FINES, AND CHARGES**

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. **No student shall be denied any educational opportunity because of his/her inability to pay any fee or charge imposed. (See also Policy 6152. 01 - Waiver of School Fees or Fines; and DPI guidance (HTTP://www.dpi.wi.gov/sfs/finances/budgeting/school-fees) regarding school fees.**)

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the school with an accurate accounting of all transactions.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees (including trip fees) or fines collected by members of the staff **should be handled pursuant to (x) Policy 6630 - Cash Handling and Deposits and (x) appropriate District procedures [END OF OPTION].~~are to be turned into the school office no later than the end of the day on which the money was collected. If the school office is not open or accessible, the collected monies should be deposited in the financial institution designated by the District or in another secure location specified by the District no later than the end of the day on which the money was collected. Staff are prohibited from leaving collected money in classrooms overnight or taking collected money home. Money shall be deposited by the District no less than one (1) week after collected with a full accounting of all transactions.~~**

The District Administrator may waive fines or fees upon request~~, consistent with Policy 6152.01~~. In the event collection efforts by the school do not result in the fee being collected, the Board authorizes the Business Department to take the student and/or his/her parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, attend school, achieve academic success, or be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed~~,~~ shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

~~[ ] Students experiencing homelessness who are able to pay [ ] fees or fines [ ] fees or fines and refuse to do so [END OF OPTION] may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts.~~

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Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of LEASING SCHOOL PROPERTY
Code	po6330 Approve
Status	
Adopted	December 9, 2019

6330 - **LEASING SCHOOL PROPERTY**

The Board is authorized to lease school sites, buildings, and equipment not needed for school purposes to any person for any lawful use at a reasonable rental fee. **Lease assets held by the District shall be reported to the District's auditors for proper accounting.**

Such action must be approved at an annual or special School District meeting of the electorate.

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Legal	120.13(25), Wis. Stats. 120.44(2), Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of FACILITIES PLANNING (accept recommendations and a small edit BT, Bob, Keith)
Code	po7100 Final
Status	
Adopted	December 9, 2019

7100 - **FACILITIES PLANNING**

The Board ~~of Education~~ recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In **an effort to align**~~order to assure that future~~ District **facilities inventory with**~~construction supports~~ the **needs of the** educational program and **of the**~~responds to~~ community ~~needs~~, the Board will prepare a capital **expenditures**~~construction~~ plan and will **review and** revise that plan periodically thereafter. ~~The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.~~

In order to apprise the Board **regarding**~~of the continuing relevance of~~ the Board's **facilities**~~capital~~ construction plan, the District Administrator shall:

A. annually report to the Board on the number of resident students attending school;

B. report to the Board on the enrollment by grades during the school year annually;

C. prepare student enrollment projections every year.

D. **(x) provide a report regarding the state of current District facilities, including maintenance needs and schedules, sufficiency of space and additional space requirements;**

E. **(x) to the extent additional space needs are identified, provide possible solutions including building additions, renovations, new construction, availability of suitable space for lease, or other options.**

~~Information gathered in the conduct of the census shall include the age of each child between the ages of birth and nineteen (19) in this District.~~

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. **In addition, the Board may engage the services of a third party** ~~an architectural firm~~ **to conduct a facilities study and to make recommendations.**~~Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.~~

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of WEAPONS
Code	po7217 Approve
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

7217 - **WEAPONS**

The Board prohibits staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law without the permission of the District Administrator. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

No volunteer, including those who possess a concealed carry permit, may carry a weapon, concealed or open, if they transport students for school-sponsored events or school-related purposes in his/her own vehicle. This does not apply to the transportation of students related by blood or marriage to the volunteer if only such students are being transported.

Concealed Carry Permit Holders

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a District-owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of Wis. Stat. 948.605(2)(b)1r from possessing a concealed weapon anywhere in or on school grounds including parking areas.

Definition of "Weapon"

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons **(as defined in 941.295(1c)(a), Wis. Stats.)**, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;

B. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);

C. theatrical props used in appropriate settings;

D. starter pistols used in appropriate sporting events; and

E. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's business while on District property or at a District-sponsored activity.

F. The School Forest resident caretaker (an employee of the District) may keep and store his/her firearms in the house he/she resides in at the School Forest. Such firearms may not be used for any unauthorized purposes at the School Forest.

The District Administrator may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

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Legal	120.13(1), Wis. Stats.
	175.60, Wis. Stats.
	943.13, Wis. Stats.
	948.605, Wis. Stats.
	948.61, Wis. Stats.
	18 U.S.C. 921(a)(3)
	18 U.S.C. 922
	20 U.S.C. 7151

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of DISPOSITION OF REAL PROPERTY
Code	po7300 Approve
Status	
Adopted	December 9, 2019

7300 - **DISPOSITION OF REAL PROPERTY**

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the District.

"Real Property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

"Personal Property" means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials. Disposition of personal property shall be determined in accordance with Policy 7310 - Disposition of Personal Property.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes. Approval of the electorate at an annual or special meeting shall be obtained to the extent required by law.

A. All property considered for (sale) disposition may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

B. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

C. The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the District Administrator The Board shall give final approval of all contracts.

D. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

120.10(12), Wis. Stats.
120.13(19m), Wis. Stats.

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Legal	120.10(12), Wis. Stats.

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of DISPOSITION OF PERSONAL PROPERTY
Code	po7310 Approve
Status	
Adopted	December 9, 2019
Last Revised	May 5, 2021

7310 - **DISPOSITION OF PERSONAL PROPERTY**

The Board requires the District Administrator to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy. The disposition of real property is governed by Policy 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

A. **Instructional Material**

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. **Equipment**

The District shall inspect the equipment used in the instructional program and other equipment owned by the District periodically, to determine the condition and usability of such equipment in the current educational program or other District operations. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program or in use for other operational purposes
4. some potential for sale
5. creates a safety or environmental hazard

C. **Disposition**

The District Administrator is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal.

1. Sale or disposal of any excess or obsolete equipment that was purchased using federal funds will be accomplished in conformance with applicable federal regulatory requirements.

2. When the value of a piece of equipment deemed excess or obsolete exceeds $2,000, the District will make such equipment available for sale to the public in a fair and equitable manner.

3. Individual equipment valued at less than $2,000 and any excess or obsolete equipment that is not sold may be disposed of at the discretion of the Chief Finance and Business Services Officer or designee.

4. All funds received through general fund equipment sales must be sent to the Business Office and deposited in the general fund. Funds received through food service equipment sales must be sent to the Business Office and deposited in the food service fund.

5. Any equipment which could present a possible liability or a cost disposal problem, should be traded in or disposed of in accordance with state and local ordinances and laws.

6. The Committee of the Whole or the Board of Education must approve the sale of equipment when the aggregate fair market value exceeds $20,000.00

2 C.F.R. 200.312, 200.313
120.10(12), Wis. Stats.
120.13(19m), Wis. Stats.

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Legal 2 C.F.R. 200.312, 200.313

120.10(12), Wis. Stats.

Book	Policy Manual
Section	Policies for Keith to approve, 30-2 Technical Corrections
Title	Copy of SAFETY STANDARDS
Code	po7430 Approve
Status	
Adopted	December 9, 2019

7430 - **SAFETY STANDARDS**

The Board believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees, students, and visitors.

The District Administrator shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate a Safety Committee, who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with standards adopted by the State through the Wisconsin Department of Safety and Protective Services (DSPS), and take appropriate action on any violations thereof and report such actions to the District Administrator.

~~**The District Administrator shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law.**~~

In the event an inspection is made by a representative of the State, the District Administrator shall report the results thereof to the Board.

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Legal	101.055, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES (Matt) Approved MC
Code	po7434 Final
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

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 at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

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 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 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 plant, whether natural or synthetic, that is intended for inhalation. "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.

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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

Book	Policy Manual
Section	Policies for the Board, 30-2
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Last Revised	February 14, 2022

7440.01 - **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. The Board authorizes security personnel to use body-worn video cameras while on duty but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms unless the staff member is responding to a specific incident.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. Additionally, the District Administrator is directed to annually notify parents and students through the Student Handbook, and staff via the Staff Handbook(s), of the use of video surveillance/electronic monitoring systems in their schools, which may include video footage, audio recording, or both. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

[x] Additionally, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform his/her job responsibilities through means of a live-stream that includes both video and audio.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation.

~~**[END OF OPTION]**~~

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

Retention, Secure Storage, Access to and Disposal of Video Recordings

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within fifteen (15) days of the event/incident in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a recording is separated and maintained for some reason by the District, any recording may be destroyed after twenty (20) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire-resistant cabinet or room in an area to which students and the public do not normally have access. The recordings must be clearly and properly labeled and entered into a storage log. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. The building principal is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access,). The building principal shall approve requests for access to recorded and stored video images. The building principal may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

Video files should not be transmitted electronically to sources outside the District except as required or permitted by law and only with the approval of the District Administrator.

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Revised 7/13/20

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Legal	19.31 – 19.39, 118.125 Wis. Stats. FERPA 20 U.S.C. 1232g 34 C.F.R. 99.1-99.67 Title I of the Electronic Communication Privacy Act of 1986 18 U.S.C. 2510-2521

Book	Policy Manual
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Title	Copy of CELL PHONE ALLOWANCE
Code	po7530.01 Approve
Status	
Adopted	December 9, 2019

7530.01 - **CELL PHONE ALLOWANCE**

Eligibility for Cell Phone Allowance

Mobile/cellular telephones, smartphones ~~**(e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.),**~~ (collectively, "cell phones") enable communication whenever a situation arises necessitating immediate contact, regardless of the person's location at the time. The District Administrator and the administrators who meet one or more of the following criteria are required as a condition of employment to personally own a cell phone and obtain an appropriate service plan so that the cell phone is available for use for business-related communications:

A. their jobs require them to spend a considerable amount of time outside of their assigned office or work area during regular work hours and have regular access to telephone and/or Internet/data connections while outside their office or assigned work area;

B. their jobs require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency;

C. their jobs consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology;

(This is not intended to include occasional, incidental access or purely voluntary access such as checking e- mail from home.)

D. safety requirements indicate having a cell phone is an integral part of meeting the requirements of the employee's job description;

Administrators who are required to have a personally-owned cell phone as a condition of their employment shall receive a monthly cell phone allowance ("allowance")

Amount of the Allowance

The allowance shall consist of the following:

A. a monthly allowance of up to a specific dollar amount for cellular telephone service;

OR

B. a monthly allowance of up to a specific dollar amount for cellular telephone service and a wireless Internet/data connection;

The allowance shall not reimburse the employee's dollar-for-dollar costs for the cellular telephone service, and shall not exceed the expenses the employee actually incurs in maintaining **the employee's**~~**his/her**~~ personally-owned cell phone.

The allowance shall not serve as a substitute for a portion of the staff member's regular wages, and does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades or benefits based on a percentage of salary, etc. The Board will pay only the Board-approved allowance even if actual monthly costs exceed the allowance. If the amount of the allowance needs to be changed because of documented business purposes, the employee should notify the District Administrator by submitting a new Cell Phone Allowance Request Form (Form 7530.01 F1).

No allowance will be paid when the employee is on an unpaid leave status, or is on an extended paid leave during which timely, essential business communications are not likely to be necessary.

To be eligible to receive the allowance, the employee must maintain the type of cellular telephone coverage and wireless Internet/data plan that is reasonably related to **the employee's~~his/her~~** job responsibilities. The employee must maintain an active cellular telephone service contract while the allowance is being provided.

In order to continue to receive the allowance, administrators are required to answer all business-related calls on **the administrator's~~his/her~~** cell phone and promptly respond to any messages.

Allowance Is Not Considered Taxable Income

Provided the employee maintains and uses **their~~his/her~~** personally-owned cell phone for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e., the allowance will be treated as a non-payroll reimbursement of a business expense – similar to mileage reimbursements – and no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance and the amount of the allowance will not be reported as wages on the employee's year-end W-2 statement). Additionally, staff members who receive an allowance are not required to submit a log documenting their business-related use of the cell phone; non-exempt employees, however, must comply with the timekeeping requirements set forth above. For determination of individual taxability, employees should check with their tax advisor.

Employee's Responsibilities

The employee is responsible for choosing his/her cell phone, the voice and/or wireless data plan, and the service provider. Since the cell phone is the employee's personal property, the cell phone may be used for personal calls (see below concerning the making of personal calls during work time) and be combined or enhanced with other personal plans (i.e., the employee may also, at his/her own expense, add extra services or equipment features, as desired). The employee is responsible for paying all monthly service charges in full and on time. The Board does not accept any liability for claims, charges, or disputes between the service provider and the staff member. Because the employee is personally responsible for the cell phone, any replacement for loss or damage will be at the expense of the employee. Such replacement or repair must be completed promptly and the District Administrator must be notified if the employee will not be available by his/her cell phone for a period of time.

Employees should contact the vendor/carrier through which they purchased their cell phone and their cellular telephone service (including wireless Internet/data service, if applicable) for support.

Employees may contact the District's IT Department/Support Staff for consultation on the type of equipment to purchase if they are obtaining wireless Internet/data service in order to enable e-mail and calendar support through the District's servers (e.g., through Microsoft Exchange, Novell GroupWise, etc.) and to obtain assistance in setting up their device to connect to the District's servers. The District's IT Department/Support Staff will assist employees who have wireless Internet/data service with e-mail and calendar functionality.

Changing or Ending a Cellular Telephone Service Contract Early

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, a personal decision by the employee results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the employee's misconduct, or misuse of the cell phone, results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the Board determines to reduce or cancel (unrelated to employee misconduct) the employee's monthly allowance, the Board will bear the cost of any fees associated with the change or cancellation. For example, if the employee is reassigned and/or **their~~his/her~~** duties are changed, and the cell phone is no longer needed for business purposes, if the employee does not want to retain the current contract, changes or cancellation fees will be reimbursed by the Board.

When selecting the duration of **the employee's~~his/her~~** cellular telephone and/or wireless Internet/data service contract, the employee should take into consideration the length of **their~~his/her~~** Board-approved employment contract and not select a duration of the service contract that exceeds the employment contract. If the employee is non-renewed or voluntarily resigns while the service contract is still in effect, the Board will not be responsible for any fees associated with the employee's decision to subsequently change or cancel the contract.

Once the allowance is given to the employee to purchase a device, the cell phone remains the employee's personal property. However, upon termination, nonrenewal or resignation, the Board will immediately discontinue the monthly allowance.

Safe and Appropriate Use of Cell Phones

Employee safety is a priority of the Board, and responsible use of cell phones, requires safe use. See Policy 7530.02 - Staff **and School Officials** Use of Personal Communication Devices.

Employees may not use a cell phone in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information – Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their cell phones. See Policy 7530.02 - Staff **and School Official** Use of Personal Communication Devices.

Potential Disciplinary Action/Termination of the Cell Phone Allowance

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a cell phone in any manner contrary to local, State or Federal laws will constitute misuse, and will result in immediate termination of the allowance.

Employee Use of Board-Owned Cell Phones

The Board will provide Board-owned cell phones to certain employees who require specific equipment or similar technology to perform District functions and expect never to use these devices for personal use. The District Administrator must approve all Board-owned cell phones.

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Legal I.R.S. Notice 2011-72 (effective December 31, 2009)

Book	Policy Manual
Section	Policies for Keith to approve, 31-1 Technical Corrections
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Adopted	December 9, 2019

7540.06 - **DISTRICT-ISSUED STAFF E-MAIL ACCOUNT**

Staff

The Board is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents and community members.

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the site administrator.

District staff may join list servs or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District, provided these list servs or other e-mail services do not exceed the staff member's e-mail storage allotment. If a staff member is unsure whether **the staff member** ~~**s/he**~~ has adequate storage or should subscribe to a list serv or RSS feed, **they** ~~**s/he**~~ should discuss the issue with **the** ~~**his/her**~~ building principal or the District's Technology Director. The Technology Director is authorized to block e-mail from list servs or e-mail services if the e-mails received by the staff member(s) become excessive.

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 - Information Management), and purging all other e-mails that have been read. If the staff member is concerned that **the staff member's**~~**his/her**~~ e-mail storage allotment is not sufficient, **they**~~**s/he**~~ should contact the District's Technology Director.

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records must be maintained pursuant to Policy 8330 – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a litigation hold pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e–mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a litigation hold shall be retained.

The District maintains archives of all e-mails sent and/or received by users of the District's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the District server to their District e-mail account so that these records are also archived for future retrieval, if necessary.

Unauthorized E-mail

The Board does not authorize the use of its technology resources, including its computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e–mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety ~~**by signing and submitting acknowledgement of the Employee or Board Handbook annually**~~.

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Book	Policy Manual
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7540.07 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school email account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the site administrator.

Students may join list servs or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list servs or other e-mail services do not become excessive. If a student is unsure whether **they** ~~s/he~~ **have**~~has~~ adequate storage or should subscribe to a list servs or RSS feed, **the student** ~~s/he~~ should discuss the issue with **a**~~his/her~~ classroom teacher, the building principal or the District's Technology Director. The Technology Director is authorized to block e-mail from list servs or e-mail services if the e-mails received by the student becomes excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e–mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety**.** ~~**by signing and submitting Form 7540.03 F1 ( ) annually.**~~

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Book	Policy Manual
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7542 - **ON-SITE** **ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONALLY-OWNED COMMUNICATION DEVICES**

The Board ~~**of Education**~~ prohibits individuals from using personal communication devices (PCDs) to access the District's technology resources (e.g. networks, servers, projectors, printers, etc.) while on-site at a District facility. For purposes of this policy, "personal communication device" **means as defined in Bylaw 0100 - Definitions.** ~~**includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), mobile/cell phones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), ( ) telephone paging devices (e.g., beepers or pagers), ( ) and/or other web-enabled devices of any type.**~~

Exceptions to this policy must be approved in advance, in writing, by the District Administrator.

The Director of Technology is authorized to develop the necessary standards for connecting PCDs to the District's technology resources. The standards shall be available upon request.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of sensitive District data, illegal access to confidential data, damage to the District's intellectual property, damage to the District's public image, and damage to the District's critical internal systems, from unauthorized use.

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 – Student ~~**Education**~~ Technology Acceptable Use and Safety, and Policy 7540.04 – Staff ~~**Education**~~ Technology Acceptable Use and Safety.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District's technology resources server and network without authorization may be prospectively denied access to the District's technology resources. If the violation is committed by a contractor, vendor or agent of the District, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

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7550 - **COOPERATION WITH LOCAL GOVERNMENTS**

The Board will consider collaboration between the District and other local municipal or county governments for joint **use of** facilities, **and** services~~,~~ or programs from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall evaluate and consider, as either opportunity or need arises, and as it is entitled to do so by law, whether to pursue joint projects with other governmental entities in acquiring, improving, equipping, operating, or maintaining such jointly-used facilities as recreational and cultural areas and/or facilities.

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Legal	66.0301, Wis. Stats.

Book	Policy Manual
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REPLACEMENT POLICY - VOL. 31, NO. 1

5722 **- SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

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

For purposes of this policy, school-sponsored student media shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term publication shall include distribution, transmission, and dissemination of a student publication regardless of its medium. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing)

(X), as well as material in electronic or on-line form (including, but not limited to, apps and services (as defined in Bylaw 0100, webpages/sites, web logs ('Blogs), video or audio clips, **(X)** (postings of social media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, **(X)** text, wireless broadcast, or other similar distribution/dissemination).

~~**[ ] The Board expressly prohibits the use of social media related to student publications. (DECA social media use)**~~

The term performance shall include presentation and broadcast of a student production. Student productions shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not limited to, radio and television programs, videoblogs (vlogs), podcasts,

(X) social media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology).

(X) and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). ~~**The Board expressly prohibits the use of social media related to student productions.**~~

[DRAFTING NOTE: A Board should only select the following OPTION if it selected either or both of the first OPTIONS under student publication or student production.]

Only District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Policy 7544. School-sponsored student media must also comply with Policy 7540.02.

For purposes of this policy, school community is defined to include students, Board employees (i.e., administrators, and professional and support staff), parent/family members

(X) and other individuals who are

(X) invited by the District Administrator

(X) authorized or otherwise permitted by the District Administrator

to view a performance or receive directly from the District a publication

(X) and those who have been issued credentials to access the District's secure portal.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

~~**[DRAFTING NOTE: With respect to student expression related to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions, select OPTION #1, OPTION #2, OPTION #3, OPTION #4, or**~~

~~OPTION #5.]~~
~~[ ] OPTION #1~~
~~[ ] Nonpublic forum student expression may be published/performed outside the school community (i.e., to the general public). ( ) See Board Policy 9160 – Public Attendance at School Events.~~
~~[END OF OPTION #1]~~
~~[ ] OPTION #2~~
~~[ ] While nonpublic forum student expression generally may be published/performed outside the school community (i.e., to the general public), the following nonpublic forum student expression may only be published/performed to members of the school community: _____ [identify] ( ) See Board Policy 9160 – Public Attendance at School Events.~~
~~[END OF OPTION #2]~~

[X] OPTION #3

[X] While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the District Administrator may authorize specific nonpublic forum student expression to be published/performed outside the school community (i.e., to the general public). A teacher, student, or group of students who wish to have nonpublic forum student expression published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance. **(X)** See Board Policy 9160 – Public Attendance at School Events.

[X] Option D

[X] All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers / viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and / or content of all school-sponsored student media prior to publication / performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy / civility, and respect for authority. School officails may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, or profane, or unsuitable for immature audiences.

[X] Option D-3

[X] While ordinarily school-sponsored student media may only be published / performed to members of the school community, the District Administrator may authorize sp[ecific student media to be published / performed outside the school community, (i.e., to the general public) A student or group of students who wish to have his / her / their student media published / performed outside the school community must submit to the District Administrator a request for prior written approval for such publication / performance.

~~[END OF OPTION #3]~~
~~[ ] OPTION #4~~
~~[DRAFTING NOTE: The Board should select either OPTION #2 or OPTION #3 if it has authorized the limited use of District-approved Social Media to publish/perform nonpublic forum student expression.]~~
~~[ ] While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the following nonpublic forum student expression may be published/performed outside the school community (i.e. to the general public): _____ [identify]. ( ) See Board Policy 9160 – Public Attendance at School Events.~~
~~[END OF OPTION #4]~~
~~[ ] OPTION #5~~
~~[DRAFTING NOTE: The Board should select this OPTION if it has prohibited the use of District-approved Social Media to publish/perform nonpublic forum student media, with the exception of nonpublic forum student media that is disseminated through District-approved Social Media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]~~
~~[ ] Nonpublic forum student expression may only be published/performed to members of the school community. ( ) See Board Policy 9160 – Public Attendance at School Events.~~
~~[END OF OPTION#5]~~

~~[DRAFTING NOTE: PLEASE CHOOSE ONE (1) OF THE FOLLOWING FOUR (4) OPTIONS (A-D). The order in which the below four (4) OPTIONS are listed is not meant to convey a preference or recommendation. Boards should select the OPTION that best reflects their current practice or a new practice they which to henceforth follow. As they consider the following OPTIONS, Board and administrators are encouraged to consult the accompanying Toolkit for a discussion of the different types of forums – e.g., nonpublic forum and limited public forum.]~~
~~[ ] OPTION A [Select if the Board intends to designate all school-sponsored student media, to be limited-purpose public forums (i.e., not subject to prior review/restraint) and allows them to be generally published/performed outside the school community. This is the most permissive of the OPTIONS.]~~
~~[ ] The Board designates all school-sponsored student media as limited-purpose public forums where students can address matters of concern and/or interest to their readers/viewers. All school-sponsored student media may be published/performed outside the school community. The student journalists, content-creators and/or performers involved in these publications/productions have the right to determine the content of the student media.~~
~~[ ] The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content-creators/performers. School officials will not review or restrict the content of school-sponsored student media prior to publication/performance, except with respect to unprotected speech.~~
~~[ ] Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.~~
~~[ ] Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.~~
~~All school-sponsored student media shall contain a notice to the reader/viewer that the material, while school-sponsored, is student-directed and not subject to prior review. Given all student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content. With editorial control comes responsibility. Student journalists, content-creators, and performers are expected to establish and enforce standards, for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.~~
~~[END OF OPTION A]~~

~~[ ] OPTION B [Select if the Board intends to identify specific school-sponsored student publications/productions to be limited-purpose public forums (i.e., not subject to prior review/restraint), which may be published/performed outside the school community. School-sponsored student publications/productions not listed are considered nonpublic forums and will be subject to routine and systematic prior review and restraint. This is the second most permissive OPTION and only permits prior review/restraint of nonpublic forums, and generally allows limited-purpose public forums to be generally published/performed outside the school community.]~~
~~The Board designates the following official, school-sponsored student media to be limited-purpose public forums:~~
~~[List all publications so designated:]~~

~~A. _____~~
~~B. _____~~

~~C. _____~~

~~D. _____~~

~~E. _____~~

~~As limited-purpose public forums the student journalists, content-creators, or performers associated with the above-listed publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content-creators, and/or performers involved in the above-listed publications/productions have the right to determine the content of this student media.~~
~~[ ] The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content-creators/performers.~~
~~School officials will not routinely and systematically restrict the content of the publications and/or productions listed above prior to their publication/performance, except with respect to unprotected speech.~~
~~[ ] Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.~~
~~[ ] Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.~~
~~The above-listed publications and/or productions shall contain a notice to the reader/viewer that the material, while school-sponsored, is student-directed and not subject to prior review. Given the listed student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content, with editorial control comes responsibility. Student journalists, content-creators, and performers are expected to establish and enforce standards for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.~~
~~All other school-sponsored student media including classroom and/or other curricular, co-curricular, or extra-curricular/club-related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media except for those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. [DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just reserve the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board shall provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]~~

~~[DRAFTING NOTE: Select OPTION B-1, OPTION B-2, OPTION B-3, OPTION B-4, or OPTION B-5.]~~
~~[DRAFTING NOTE: The Board should only select this OPTION if it has prohibited all nonpublic forum school-sponsored student publication/performance on social media, with the exception of nonpublic forum school-sponsored student media that is disseminated through District-approved social media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]~~
~~[ ] Nonpublic forum school-sponsored student media may only be published/performed to members of the school community.~~
~~[END OF OPTION B-1]~~
~~[DRAFTING NOTE: The Board should select either OPTION B-2 or OPTION B-3 if it has authorized the limited use of District-approved social media to publish/perform nonpublic forum school-sponsored student media; as mentioned above, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all nonpublic forum school-sponsored student media.]~~
~~[ ] OPTION B-2~~
~~[ ] While ordinarily nonpublic forum school-sponsored student media may only be published/performed to members of the school community, the following nonpublic forum student media may be published/performed outside the school community (i.e., to the general public): _____ [identify] ( ) high school newspaper [could substitute with the name of the publication] ( ) high school yearbook _____ [insert name(s) of specific school-sponsored student publication/production. ( ) See Board Policy 9160.~~
~~[END OF OPTION B-2]~~

~~[ ] OPTION B-3~~
~~[ ] While ordinally nonpublic forum school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific nonpublic forum student media to be published/performed outside the school community (i.e. to the general public). A student or group of students who wish to have his/her/their nonpublic forum student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.~~

[END OF OPTION B-3]

~~[ ] OPTION B-4~~
~~[ ] While nonpublic forum school-sponsored student media generally may be published/performed outside the school community (i.e. to the general public), the following nonpublic forum student media may only be published/performed to members of the school community: _____ [identify]. ( ) See Board Policy 9160.~~
~~[END OF OPTION B-4]~~
~~[ ] OPTION B-5~~
~~[ ] Nonpublic forum school-sponsored student media may be published/performed outside the school community (i.e. to the general public). ( ) See Board Policy 9160.~~
~~[END OF OPTION B-5]~~

~~[END OF OPTION B]~~

~~[ ] OPTION C [Select if the Board intends to identify specific student publications/productions to be limited-purpose public forums but wants to retain the authority to engage in limited and consistent prior review/restraint on the basis of four (4) identified reasons. School-sponsored publications/productions not listed are considered nonpublic forums and will be subject to routine prior review and restraint. This is the second most restrictive and permits some prior review/restraint involving what are otherwise limited-purpose public forums.]~~
~~The Board designates the following official, school-sponsored student media to be limited-purpose public forums:~~
~~[List all publications so designated:]~~

A. ~~_____~~

B. ~~_____~~

C. ~~_____~~

D. ~~_____~~

E. ~~_____~~

~~As limited-purpose public forums the student journalist, content-creators, or performers associated with the above-listed publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content creators and/or performers involved in the above-listed publications/productions have the right to determine the content of this student media. ( ) While designated as limited-purpose public forums, the listed publications/productions are not intended to address general matters of public concern and are not open to public comment. School officials will not routinely and systematically restrict the content of the publications and/or productions listed above prior to their publication/performance; however, school officials may review the content and reject an article/posting/publication/production due to one (1) of the following four (4) reasons:~~

A. ~~where poor grammar or writing is evident;~~

B. ~~where a legitimate question of age appropriateness of the material exists;~~
C. ~~where matters beyond the limited scope of the forum are included; and/or~~
D. ~~where the content involves unprotected speech.~~

~~[ ] The above-listed school-sponsored student publications/productions, while limited-purpose public forums are not intended to address general matters of public concern and therefore are not open to public comment.~~
~~The listed publications and/or productions shall contain a notice to the reader/viewer that the material, while school-sponsored, is student-directed and subject only to limited prior review. Given the listed student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for the content beyond that covered by the school officials' limited prior review, with editorial control comes responsibility. Student journalists, content-creators, and performers are expected to establish and enforce standards for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.~~
~~[DRAFTING NOTE: Select OPTION C-1, OPTION C-2, OPTION C-3, OPTION C-4, or OPTION C-5.]~~
~~[ ] OPTION C-1~~
~~[DRAFTING NOTE: The Board should only select this OPTION if it has prohibited all school-sponsored student publication/performance on social media, with the exception of school-sponsored student media that is disseminated through District-approved social media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security.]~~
~~[ ] School-sponsored student media may only be published/performed to members of the school community.~~
~~[END OF OPTION C-1]~~
~~[DRAFTING NOTE: The Board should select either OPTION C-2 or OPTION C-3 if it has authorized the limited use of District-approved social media to publish/perform school-sponsored student media; as mentioned below, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all school-sponsored student media.]~~
~~[ ] OPTION C-2~~
~~[ ] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public): _____ [identify] ( ) high school newspaper [could substitute with the name of the publication] ( ) high school yearbook [could substitute with the name of the yearbook] ( ) _____ insert name(s) of specific school-sponsored student publications/productions]. ( ) See Board Policy 9160.~~
~~[END OF OPTION C-2]~~
~~[ ] OPTION C-3~~
~~[ ] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.~~
~~[END OF OPTION C-3]~~
~~[ ] OPTION C-4~~
~~[ ] While school-sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members of the school community: _____ [identify]. ( ) See Board Policy 9160.~~
~~[END OF OPTION C-4]~~
~~[ ] OPTION C-5~~
~~[ ] School-sponsored student media may be published/performed outside the school community (i.e., to the general public). ( ) See Board Policy 9160.~~
~~[END OF OPTION C-5]~~
~~All other school-sponsored student publications and productions, including classroom and/or other curricular, or extra-curricular/club-related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media except those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. [DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just reserve the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise~~

~~this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]~~
~~[END OF OPTION C]~~
~~[ ] OPTION D [Select if the Board intends all school-sponsored student media (i.e, publications/productions) to be nonpublic forums - i.e., subject to routine prior review/restraint. This is the most restrictive OPTION.]~~
~~[DRAFTING NOTE: for OPTIONs D-1 through D-5: It is critical that the school officials actually engage in prior review/restraint and not just reserve the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board will be considered to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]~~
~~All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and/or content of all school-sponsored student media prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, or profane, or unsuitable for immature audiences.~~
~~[DRAFTING NOTE: Select OPTION D-1, OPTION D-2, OPTION D-3, OPTION D-4, or OPTION D-5.]~~
~~[ ] OPTION D-1~~
~~[DRAFTING NOTE: The Board should only select this OPTION if it has prohibited all school-sponsored student publication/performance on social media, with the exception of school-sponsored student media that is disseminated through District-approved social media that employs a portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]~~
~~[ ] School-sponsored student media may only be published/performed to members of the school community.~~
~~[END OF OPTION D-1]~~
~~[DRAFTING NOTE: The Board should select either OPTION D-2 or OPTION D-3 if it has authorized the limited use of District-approved social media to publish/perform school-sponsored media; as mentioned above, it is critically important that school officials routinely and consistently exercise their authority to engage in prior review/restraint with respect to the publication/performance of all school-sponsored student media.]~~
~~[ ] OPTION D-2~~
~~[ ] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public): _____ [identify] ( ) high school newspaper [could substitute with the name of the publication] ( ) high school yearbook [could substitute with the name of the yearbook] ( ) _____ [insert name(s) of specific school-sponsored student publications/productions]. ( ) See Board Policy 9160.~~
~~[END OF OPTION D-2]~~
~~[ ] OPTION D-3~~
~~[ ] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community, (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.~~
~~[END OF OPTION D-3]~~
~~[ ] OPTION D-4~~
~~[ ] While school-sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members of the school community: _____ [identify]. ( ) See Board Policy 9160.~~
~~[END OF OPTION D-4]~~
~~[ ] OPTION D-5~~
~~[ ] School-sponsored student media may be published/performed outside the school community (i.e., to the general public). ( ) See Board Policy 9160.~~
~~[END OF OPTION D-5]~~
~~[END OF OPTION D]~~
~~[END OF OPTIONS A THROUGH D]~~
~~[NOTE: The following paragraph is OPTIONAL.]~~

~~[ ] Students~~ **(X)** Staff will monitor comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media. Comments will be monitored to verify the age-appropriateness of the material, whether unprotected speech is involved, and whether there is compliance with posted rules for use of the forum and the platform/site's applicable terms of service. Comments that are not age-appropriate for the student-audience for the school-sponsored publication, constitute unprotected speech, and/or violate the posting rules for the use of the forum and/or the platform/site's applicable terms of service will be removed. The review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law.

[X] Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

[DRAFTING NOTE: CHOOSE ONE (1) OF THE FOLLOWING THREE (3) OPTIONS RE: ADVERTISING.]

[X] OPTION #1 [Select if the Board intends to permit advertising in some or all school-sponsored student media but requires a school employee/official to pre-approve the advertisements.]

Advertising is permitted in

(X) all school-sponsored student media.

~~( ) the following school-sponsored student publications/productions: [identify publications/productions]~~

A. ~~_____~~

B. ~~_____~~

C. ~~_____~~

Any advertisements must be consistent with Policy 9700.01 ~~( ) and AG 9700B.~~

Advertisements submitted for publication or inclusion in a production shall be reviewed by

(X) the class/activity advisor

( ) the building principal

( ) the District Administrator

( ) school officials

for a determination that they are appropriate for juveniles. The **(X)** District Administrator ~~( ) Board~~ retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

~~[ ] OPTION #2 [Select if the Board intends to permit advertising in some or all school-sponsored student media that are designated to be limited-purpose public forums, and the students involved in the specific publications/productions will be responsible for accepting or rejecting the advertisements.]~~
~~Advertising is permitted in~~
~~( ) all school-sponsored student media that have been designated as limited-public forums.~~
~~( ) the following school-sponsored student media that have been designated as limited-purpose public forums: [identify publications/productions]~~

A. ~~_____~~

B. ~~_____~~

C. ~~_____~~

~~Any advertisements must be consistent with Policy 9700.01 ( ) and AG 9700B.~~

~~The students in the class(es)/activity(ies) associated with~~
~~( ) all school-sponsored student media that have been designated as limited-purpose public forums~~
~~( ) the above-listed student media~~
~~will determine whether to include advertisements in the publications/productions. Acceptance or rejection of specific advertisements is within the control of the publication/production staff, which may accept those for activities, products, or services that are illegal for students and/or that violate State or Federal law.~~
~~[ ] The publication/production staff is encouraged to consider the age appropriateness of the ads they select.~~
~~[ ] OPTION #3 [Select if the Board intends to prohibit advertisements in all student publications/productions.]~~
~~Advertising is not permitted in school-sponsored student media.~~
~~[END OF OPTIONS RE: ADVERTISING]~~

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions, and advertisements that:

A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;

B. **(X)** fail to identify the student or organization responsible for the publication/performance;

C. **(X)** solicit funds for non-school organizations or institutions when such solicitation has not been approved by the **District Administrator.**~~Board~~.

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~~5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS~~
~~The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.~~
~~For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.~~

~~The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.~~

~~All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.~~

~~The Board expressly authorizes the publication/performance of student media outside the school community (i.e. to the general public). See Board Policy 9160.~~

~~The building principal shall designate one or more professional staff members to serve as advisors for the purpose of establishing guidelines for appropriate subject matter for publication and with responsibility for compliance with established guidelines. The staff member shall review proposed content and promptly notify the student writers whether their proposed article will or will not be published.~~

~~Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.~~

~~Advertising is permitted in all school-sponsored student publications/productions.~~

~~Advertisements submitted for publication or inclusion in a production shall be reviewed by school officials for a determination that they are appropriate for juveniles. The District Administrator retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).~~

~~General Prohibitions~~

~~Regardless of their status as non-public or limited-purpose public *forums*, the Board prohibits publications, productions and advertisements that:~~

A. ~~promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;~~

B. ~~fail to identify the student or organization responsible for the publication/performance;~~

C. ~~solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board.~~

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Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - STUDENT ANTI-HARASSMENT
Code	po5517 Final; however, will need to add Katie's name after she is approved by the Board
Status	
Adopted	December 14, 2020

5517 - **STUDENT ANTI-HARASSMENT**

Prohibited Harassment

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

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including ~~trans~~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 **T**~~t~~hird **P**~~p~~arties, 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).

~~**[ ] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.**~~

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

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

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

Other Violations of the Anti-Harassment Policy

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

A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;

B. Filing a malicious or knowingly false report or complaint of harassment;

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's ~~supervisory~~ duties

Sexual Harassment covered by Policy 2266 (x)/AG 2266 [END OF OPTION] - 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 (x)/AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

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

Definitions

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

Complainant is the individual 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 classified 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 ~~**trans**~~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 (x)/AG 2266 [END OF OPTION] - 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 (x)/AG 2266 [END OF OPTION] - 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 person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or

C. has the effect of substantially disrupting the orderly operation of a school.

"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, "~~S~~**s**exual 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**~~**either**~~ gender against a person of the same or **another**~~**opposite**~~ gender.

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

A. unwelcome verbal harassment or abuse;

B. unwelcome pressure for sexual activity;

C. **threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;**

D. **unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;**

E. **Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;**

F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;

2. rating a person's sexuality or attractiveness;

3. staring or leering at various parts of another person's body;

4. spreading rumors about a person's sexuality;

5. letters, notes, telephone calls, or materials of a sexual nature;

6. displaying pictures, calendars, cartoons, or other materials with sexual content.

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

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

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

1. hugging, kissing, or other physical contacts with a student;

2. telling sexual jokes to students;

3. engaging in talk containing sexual innuendo or banter with students;

4. talking about sexual topics that are not related to the curriculum;

5. showing pornography to a student;

6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");

7. initiating or extending contact with students beyond the school day for personal purposes;

8. using e-mail, text messaging or websites to discuss personal topics or interests with students;

9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;

10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);

11. going to a student's home for non-educational purposes;

12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);

13. giving gifts or money to a student for no legitimate educational purpose;

14. accepting gifts or money from a student for no legitimate educational purpose;

15. being overly "touchy" with students;

16. favoring certain students by inviting them to come to the classroom at non-class times;

17. getting a student out of class to visit with the staff member;

18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;

19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);

20. being alone with a student behind closed doors without a legitimate educational purpose;

21. telling a student "secrets" and having "secrets" with a student;

22. other similar activities or behavior.

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

K. **(x) 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;**

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

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 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.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/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; ~~**of**~~ creating an intimidating, hostile, or offensive working and/or learning environment; or ~~**of**~~ interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin **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; ~~**of**~~ creating an intimidating, hostile, or offensive learning environment; or ~~**of**~~ interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's **disability**~~**disabling condition**~~, 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").

~~**Angie Lloyd**~~

Director of Learning and Student Achievement~~**Director of Pupil Services**~~
715-261-0570
415 Seymour Street
Wausau WI 54403
~~**alloyd**~~@wausauschools.org

Henry Kremnitzer
Student Safety Specialist
715-261-0507
415 Seymour Street
Wausau WI 54403
hkremnitzer@wausauschools.org

The names, titles, and contact information of these individuals will be published annually in the student handbooks 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**~~

~~**Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.**~~

~~**Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.**~~

~~**If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.**~~

Reporting procedures are as follows:

A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.

B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.

C. Teachers, administrators, and other school officials 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 the Compliance Officer.

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 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.

~~**District Compliance Officers**~~

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

~~NOTE: School Districts are advised to appoint both a male and a female CO in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs may also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two COs, there should always be a CO available to investigate a claim of discrimination that pertains to the other CO.]~~

~~_____~~
~~(Name)~~

~~_____~~
~~(School District Title)~~

~~_____~~
~~(Telephone Number)~~

~~_____~~
~~(Office Address)~~

~~_____~~
~~(E-mail)~~

~~_____~~
~~(Name)~~

~~_____~~
~~(School District Title)~~

~~_____~~
~~(Telephone Number)~~

~~_____~~
~~(Office Address)~~

~~_____~~
~~(E-mail)~~

~~The names, titles, and contact information of these individuals will be published annually: [NOTE: Select more than one option]~~

A. ~~( ) in the student handbooks.~~

B. ~~( ) in the School District Annual Report to the public.~~

C. ~~( ) on the School District's website.~~

D. ~~( ) on each individual school's website.~~

E. ~~( ) in the School District's calendar.~~

F. ~~( ) _____.~~

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a **Third Party**~~visitor to the District~~, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will **contact the Complainant and** begin **either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment),** ~~review and investigation~~ **or [ ] Option 1 the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. [END OF OPTION 1] x] Option 2 the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2]** ~~or the CO will designate a specific individual to conduct such a process.~~ **The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent.** The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All **Board employees** ~~members of the School District community~~ must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) ~~calendar~~ days of learning of the incident.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, a~~A~~ny student who believes that **they have**~~s/he has~~ been subjected to harassment may seek resolution of **the**~~his/her~~ 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.** ~~Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.~~

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. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: http://www.ed.gov/ocr.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Complaint Procedure

A Complainant ~~A student who believes s/he has been subjected to harassment hereinafter referred to as the "Complainant",~~ may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District **official**~~employee~~ 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**~~employee~~ at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) ~~business~~ days.

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

All complaints must include the following information to the extent **known**~~it is available~~: the identity of the **Respondent**~~individual believed to have engaged in, or to be actively engaging in, harassment~~; a detailed description of the facts upon which the complaint is based **(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**~~alleged harasser~~, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

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

Within **two (2)**~~five (5) business~~ days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the complainant and informing the complainant of the investigation process.

~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) days of receiving the formal complaint.~~ **[[ ] [OPTION 1]x] [OPTION 2] 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. [END OF OPTIONS]**

~~Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.~~

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

The investigation will include:

A. interview**(**s**)** with the Complainant;

B. interview**(**s**)** with the Respondent;

C. interviews with any other witnesses who ~~may~~ 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 District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the **Respondent engaged in harassment/retaliation of the Complainant**~~Complainant has been subject to harassment~~. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.~~( ) The CO may consult with the Board Attorney before finalizing the report to the District Administrator.~~

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

Absent extenuating circumstances, within ten (10) ~~business~~ days of receiving the report of the CO, the District Administrator ~~must~~ either **must** issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's **written**~~final~~ decision will be delivered to both the Complainant and the Respondent.

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

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction **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 District Administrator 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**~~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 parties may be represented, at their own cost, at any of the above-described meetings/hearings.

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

Additional School District Action

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

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

Privacy/Confidentiality

The District will make all reasonable efforts to protect the rights of the Complainant and the Respondent. The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed, however. **Additionally, the Respondent must be provided the Complainant's identity.**~~**All Complainants proceeding through the investigation process should be advised that as a result of the investigation, the Respondent may become aware of the Complainant's identity.**~~

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

Remedial Action~~**Sanctions**~~ **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**~~**such harassment**~~.

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

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

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

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 District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

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

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 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**~~**interim**~~ measures offered and/or provided to **the Complainant and/or the Respondent**~~**Complainants**~~, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

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

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.**~~**; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.][DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]**~~

Q. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

R. **(x) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**

S. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing;**

T. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

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.

48.981, Wis. Stats.
118.13, Wis. Stats.
P.I. 9, Wis. Admin. Code
P.I. 41 Wis. Admin. Code
~~**Fourteenth Amendment, U.S. Constitution**~~

~~20 U.S.C. 1415~~
~~20 U.S.C. 1681 et seq., Title IX of Education Amendments Act~~
~~20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974~~
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. Section 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. 12101 et seq., ~~The~~ Americans with Disabilities Act of 1990, as amended
34 C.F.R. Part 104, Section 504 Regulations
34 C.F.R. Part~~Sec.~~ 300~~.600-300.662~~, IDEA Regulations

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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

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po3123 Final
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

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).

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.

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.

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.

~~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.~~

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**~~person~~ with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position **the**~~such~~ individual holds or desires and~~, with or without reasonable accommodation,~~ 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 District'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 Officer~~(s)~~

The Board designates the following individual(s) to serve as the District's **Compliance Officers**~~504 CO(s)/ADA Coordinator(s)~~ (**also known as Section 504 Compliance Officers/ADA Coordinators;** hereinafter referred to as the COs).

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

Wendy Cartledge~~Christopher Nyman~~
Director of Special Education~~Coordinator of Professional Learning~~
715-261-05**33**~~51~~
415 Seymour Street, Wausau, WI 54403
wcartledge~~cnyman~~@wausauschools.org

The name(s), title(s), and contact information of this/these individual(s) will be published annually:

A. in the staff handbooks.

B. 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~~and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended (ADA). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the COs~~.

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

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

~~**Training**~~

~~**The COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.**~~

~~**The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.**~~

~~**Facilities**~~

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

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

~~**Notice**~~

~~**Notice of the Board's policy on nondiscrimination in employment practices and the identity of the COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.**~~

Complaint Procedures

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

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

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) ~~**calendar**~~ days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the District 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) ~~**business**~~ 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 District Administrator. The CO shall maintain the District's files and records relating to the complaint.

D. The District Administrator will, within ten (10) ~~**business**~~ days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

   The District Administrator will render his/her decision within ten (10) ~~**business**~~ 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 ~~**unlawful**~~ 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, age-appropriate and 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 the terms of any code of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where 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 District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging ~~**unlawful**~~ discrimination**/retaliation**, or participates as a witness in an investigation, is prohibited. **Neither the Board nor any other person may intimidate, threaten, coerce,**~~**Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten**~~ or interfere with any individual because the person opposed any act or practice made ~~**unlawful**~~ by Section 504 or the ADA, or because that individual made a **report, formal complaint**~~**charge**~~, 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 District Administrator 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 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.~~; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, the name and title (or credentials) of the presenter, and a copy of the materials reviewed or presented during the training.]~~

~~[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

O. (x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;

P. (x) copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;

Q. (x) copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;

R. (x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.

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.

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

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01 Final
Status	
Adopted	December 9, 2019
Last Revised	November 9, 2020

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

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

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

Major Life Activities

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

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

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**~~**person**~~ with a disability means a **student with a disability**~~**disabled person**~~:

A. who is of an age during which ~~**nondisabled**~~ 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 ~~**disabled**~~ persons **with disabilities**; or

C. to whom the State is required to provide a free appropriate public education pursuant to the **IDEA**~~**Individuals with Disabilities Education Improvement Act (IDEIA)**~~.

With respect to vocational education services, a qualified **individual**~~**person**~~ with a disability means a **student**~~**disabled person**~~ **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):

Tabatha Gundrum~~**Karla Michanowicz**~~
~~**Interim**~~ Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum~~**kmichano**~~@wausauschools.org

Cale Bushman~~**Wendy Cartledge**~~
Director of Pupil Services~~**Special Education**~~
~~**Christopher Nyman**~~
~~**Coordinator of Professional Learning**~~
715-261-**0571**~~**05510533**~~
415 Seymour Street, Wausau, WI 54403
~~**cnyman**~~**cbushman**~~**wcartledge**~~@wausauschools.org

The name(s), title(s), and contact information of this/these individual(s) will be published annually:

A. in the staff and student handbooks.

B. on the School District's website.

The CO**s** **are**~~**is**~~ 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 ~~and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the CO~~.

~~The CO will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.~~

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

~~Training~~

~~The CO will also oversee the training of employees of the Board so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.~~

~~The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.~~

~~Facilities~~

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

~~For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.~~

~~Education~~

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

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

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

~~The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic~~

~~and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.~~

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. [NOTE: While students are advised to report discrimination/retaliation to administrators, supervisors, or other District officials, the Board recognizes that some students may report discrimination/retaliation to a teacher. When a teacher receives such a report, the teacher must file it with the CO as indicated above.]

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 District Administrator 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 (see Form 2260.01B F2)

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**~~**it is available**~~: a description of the alleged violation, the identity of the **Respondent**~~**individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation**~~

~~of this policy, if any~~; a detailed description of the facts upon which the complaint is based **(i.e., when, where, and what occurred)**; ~~and~~ 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**~~loss of educational opportunity~~, including but not limited to a change of **work assignment or** class schedule for the Complainant **and/or the Respondent**~~, 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 District Administrator**~~( ) Principal ( ) District Administrator [END OF OPTIONS] prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken~~.

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

Within **two (2)**~~five (5) business~~ 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.

~~[ ] [OPTION 1] Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint.~~ **[x] [OPTION 2]** 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. **[END OF OPTIONS]** The investigation will include:

A. interview**(**s**)** with the Complainant;

B. interview**(**s**)** with **the Respondent**~~any persons named in the complaint~~;

C. interviews with any other witnesses who **reasonably** 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**~~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 the designee** shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the **definition of 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**~~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~~. **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 District Administrator.

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

Absent extenuating circumstances, within **five (5)**~~ten (10) business~~ days of receiving the report of the CO **or designee**, the District Administrator must either issue a final decision regarding **whether the charges have been substantiated**~~the complaint~~ or request further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant ~~( )~~ and to the Respondent~~, if any [END OF OPTION]~~. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within **five (5)** ~~**ten (10) business**~~ days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator will be reviewed by the Board upon request.

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

The Board reserves the right to investigate and resolve a complaint~~,~~ or report of~~,~~ **discrimination/retaliation** regardless of whether the **Complainant pursues**~~**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 **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 District Administrator shall take additional such actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Privacy/Confidentiality

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

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**~~**all members of the School District community and third parties**~~ who **is**~~**are**~~ interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose **to third parties** any information that **is learned or provided**~~**s/he learns or that s/he provides**~~ 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 District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where 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 District Administrator 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**~~**published**~~ 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 District Administrator 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 ~~Public Records, Student Records, and~~ 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**~~**interim**~~ measures offered and/or provided to **the Complainant and/or the Respondent**~~**Complainants**~~, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

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

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.**~~**; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**~~

~~**[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]**~~

Q. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

R. **(x) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**

S. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**

T. **(x) copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;**

U. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

Additionally, the CO shall retain copies of any written request for an impartial due process hearing, the IHO's notices to the parties, the evidence entered in the hearing, any transcript of the hearing, and the IHO's decision.

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.

29 C.F.R. Part 1630
34 C.F.R. Part 300
34 C.F.R. Part 104
~~**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

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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

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260 Final
Status	

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 ~~**trans**~~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.

District Administrator's Responsibilities

In furtherance of the aforesaid goal, the District Administrator 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** ~~**the**~~ **Protected Classes** ~~**contribution of both sexes, various races, ethnic groups, etc.**~~ 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** ~~**or**~~ guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

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

[x] The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility under Section 504 that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive a public education.

In addition, **the District Administrator**~~**s/he**~~ shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs~~,~~ and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis. ~~**( ) The District Administrator is responsible for verifying that a concentration of students who are Limited English Proficient English Learner (EL) (LEP) in one or more programs is not the result of discrimination.**~~

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties~~**Students, parents and all other members of the School District community**~~ are encouraged to promptly report suspected violations of this policy to **an**~~**a teacher or**~~ administrator**, supervisor, or other District official so that the Board may address the conduct**. Any teacher,~~**or**~~ 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**~~**at his/her first opportunity**~~. **[NOTE: While students are advised to report discrimination/retaliation to administrators, supervisors, or other District officials, the Board recognizes that some students may report discrimination/retaliation to a teacher. When a teacher receives such a report, the teacher must file it with the CO as indicated above.]**

~~**Students who believe they have been denied equal access to District educational opportunities in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.**~~ **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 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 District Administrator 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 of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

~~**Title IX Complaint Coordinators/**~~**District Compliance Officers (hereinafter referred to as the COs)**

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

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

Cale Bushman~~**Wendy Cartledge**~~
Director of Pupil Services~~**Special Education**~~**Christopher Nyman**
~~**Coordinator of Professional Learning**~~
715-261-05**71**~~**3351**~~
415 Seymour Street, Wausau, WI 54403
cbushman~~**wcartledgecnyman**~~@wausauschools.org

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

A. in the staff and student handbooks.

B. 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 (see Form 2260 F2)

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**~~**it is available**~~: a description of the alleged violation, the identity of the **Respondent**~~**individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation**~~

~~of this policy, if any~~; a detailed description of the facts upon which the complaint is based **(i.e., when, where, and what occurred)**; ~~and~~ 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**~~report~~ by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of **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**~~( ) Principal ( ) District Administrator [END OF OPTIONS] prior to any action being taken~~. **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 District Administrator.**~~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**~~any individual named by the Complainant in connection with an alleged violation of this policy~~, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

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

The investigation will include:

A. interviews with the Complainant;

B. interviews with **the Respondent**~~any persons named in the complaint~~;

C. interviews with any other witnesses who ~~may~~ 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 District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

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

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

Absent extenuating circumstances, within **five (5)**~~ten (10) business~~ days of receiving the report of the CO **or designee**, the District Administrator ~~must~~ either **must** issue a **written**~~final~~ decision regarding **whether the charges have been substantiated**~~the complaint~~ or request further investigation. A copy of the District Administrator's final decision will be delivered to **both** the Complainant **and Respondent** ~~( ) and to the Respondent, if any [END OF OPTION]~~. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within **five (5)**~~ten (10) business~~ days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil

Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 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 District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

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.** ~~**All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.**~~

During the course of an investigation, the CO **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** ~~**s/he learns or that s/he provides**~~ 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 District Administrator 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 District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

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

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in 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 District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of ~~Public Records, Student Records, and~~ 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~~interim~~** measures offered and/or provided to **Complainant and/or the Respondent~~complainants~~**, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

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

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.~~; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.][DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~**

Q. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

R. **(x) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;**

S. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;**

T. **(x) copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;**

U. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.**

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.

118.13 Wis. Stats.
P.I. 9, Wis. Adm. Code
P.I. 41, Wis. Adm. Code
Fourteenth Amendment, U.S. Constitution
~~**20 U.S.C. Section 1681, Title IX of Education Amendments Act**~~
20 U.S.C. ~~**Section**~~ 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. ~~**Section**~~ 7905, Boy Scouts of America Equal Access Act
29 U.S.C. ~~**Section**~~ 794, **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. ~~**Section**~~ 2000 et seq., Civil Rights Act of 1964
42 U.S.C. ~~**Section**~~ 2000ff et seq., The Genetic Information Nondiscrimination Act
~~**42 U.S.C. 6101 et seq., Age Discrimination Act of 1975**~~
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
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

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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

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29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

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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

Book	Policy Manual
Section	Policies for the Board, 30-2 Nondiscrimination & Anit-Harassment
Title	REVISED POLICY - VOL. 30, NO. 2 - NONDISCRIMINATION AND ANTI-HARASSMENT - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po1623 Approve
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

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~~had~~** a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

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

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

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary 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**~~**person**~~ with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position **the**~~**such**~~ individual holds or desires and~~**, with or without reasonable accommodation,**~~ 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**~~**District**~~'s program and/or activities. A reasonable accommodation is not ~~**necessarily**~~ 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 Officer~~**(s)**~~

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").

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

~~**Christopher Nyman**~~**Wendy Cartledge**~~**TBD**~~
~~**Coordinator of Professional Learning**~~ **Director of Special Education**
715-261-~~**0551**~~**0532**
415 Seymour Street, Wausau, WI 54403
~~**cnyman**~~@wausauschools.org

The name(s), title(s), and contact information of this/these individual(s) will be published annually:

A. in the staff handbooks.

B. 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** ~~**Any sections of the and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District COs**~~.

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

~~**Training**~~

~~**The COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.**~~

~~**The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.**~~

~~**Facilities**~~

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

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

~~**Notice**~~

~~**Notice of the Board's policy on nondiscrimination in employment practices and the identity of the COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.**~~

Complaint Procedures

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

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

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) ~~**calendar**~~ 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) ~~**business**~~ 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 District Administrator. The CO shall maintain the District's files and records relating to the complaint.

D. The District Administrator will, within ten (10) ~~**business**~~ days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

   The District Administrator will render his/her decision within ten (10) ~~**business**~~ 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 ~~**unlawful**~~ 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 District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where 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 District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging ~~**unlawful**~~ discrimination**/retaliation**, or participates as a witness in an investigation, is prohibited. **Neither the Board nor any other person may intimidate, threaten, coerce,**~~**Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten**~~ or interfere with any individual because the person opposed any act or practice made ~~**unlawful**~~ by Section 504 or the ADA, or because that individual made a **report, formal complaint**~~**charge**~~, 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 District Administrator 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.~~; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, the name and title (or credentials) of the presenter, and a copy of the materials reviewed or presented during the training.]~~**

~~[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

O. **(x) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;**

P. **(x) copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;**

Q. **(x) copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;**

R. **(x) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.**

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.

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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

Book	Policy Manual
Section	Policies for the Board, 30-2
Title	Copy of BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT (Keith)
Code	po0144.5 includes 31-1 update Approve
Status	
Adopted	February 14, 2022

0144.5 - **BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

A. **Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.**

B. Be familiar with and follow applicable local, State, and Federal laws and regulations.

C. Be familiar with and comply with Board policies, including policies governing Board member conduct ~~**and ethics (see Bylaw 0144.2)**~~ and Board member **ethics, rules of incompatibility of office, and** conflicts of interest (see Bylaw 0144.3).

D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.

E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.

F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.

G. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.

H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.

I. **Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.**

J. **Render all decisions based on the available facts and independent judgment.**

K. **Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.**

L. **Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.**

M. **Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.**

N. **Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards and the National School Boards Association.**

O. **Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.**

P. **Refrain from using their Board positions for personal partisan gain.**

Q. **Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.**

R. **Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.**

S. **No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.**

T. Maintaining a stature that is above political pressure and partisanship.

U. Refusing to make statements or promises relating to a vote on any matter that must come before the Board as a whole.

V. Knowing the ONLY for of volunteering that a Board member can perform is providing infrequent assistance at school events/programs. Examples of infrequent assistance include school carnivals, assemblies, plays, award ceremonies, graduation ceremonies, reading to students as part of Read Across America, and interviewing students for mock employment/career planning. Board members are officers of the District and are perceived differently by District employees. Volunteering regularly in schools and classrooms places undue pressure on the principal, teachers, and staff. The seeds of favoritism, influence, and pressure exist when Board members are present and when Board members want to volunteer in schools on a regular basis.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.

B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. **The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.**

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether **the member of the Board** ~~**s/he**~~ is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any

on the subject matter.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records **the Board member~~s/he~~** creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether **the officer~~s/he~~** can investigate the matter or **if the President or Vice President needs to** contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.

B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155.

C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.

D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.

E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.

F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

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Legal 17.13, Wis. Stats.

Book	Policy Manual
Section	Policies for Keith to approve, 31-1 Technical Corrections
Title	Copy of STUDENT SUICIDE
Code	po5350 Approve
Status	
Adopted	December 9, 2019

5350 - **STUDENT SUICIDE ~~SUICIDE~~**

The Board ~~of Education~~ recognizes that students' social, emotional well-being and mental health conditions, including but not limited to depression and anxiety, are severe problems among children and adolescents. A student who lives with a mental illness may not be able to benefit fully from the educational program of the schools, and a student who has engaged in or attempted self-harm poses a danger both to himself/herself and to other students.

All school personnel should be alert and report to an administrator or school psychologist, school counselor, or school nurse regarding any student who exhibits symptoms or warning signs of depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and engage qualified school personnel and school and/or community resources as deemed appropriate upon the initial risk assessment.

District staff shall receive professional development training on trauma-informed practices. This includes, but limited to, the risk factors and warning signs for non-suicidal self-injurious behaviors and suicide as well as the protective factors that help prevent suicide. Professional development will include the available resources regarding youth suicide awareness and prevention.

The District Administrator shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

The law provides that any officer, employee, or volunteer of this Board who, in good faith, attempt to prevent suicide by a student is immune from civil liability for his/her acts or omissions in respect to the suicide or attempted suicide.

Using the Department of Public Instruction notice, the District Administrator shall annually inform the professional staff of the resources available from the Department and other resources regarding suicide prevention. The District Administrator shall also implement procedures to obtain payment or reimbursement for professional mental health services provided by any licensed treatment professional.

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Legal	49.45(30c), Wis. Stats. 115.365(3), Wis. Stats. 118.295, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	Copy of CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES (Matt) Approved MC
Code	po8450 Final
Status	
Adopted	December 9, 2019

8450 - **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

The Board ~~**of Education**~~ 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, 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 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**~~**Protocols**~~ established by the Wisconsin Department of Health Services~~**( ) (hereinafter referred to as DHS) shall be followed**~~.

The District Administrator **is authorized to**~~**shall**~~ develop administrative guidelines for the control of communicable disease that ~~**shall**~~ include:

A. removal of students from District property to the care of a responsible adult;

B. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;

C. 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. ~~**( ) See Policy 8420.01 – Epidemics and Pandemics. [END OF OPTION]**~~

Protocols shall be developed with consideration for the following evidence-based 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.**

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Legal 252.19, 252.21, Wis. Stats.

Recommendation from NEOLA 05-23-2022 BookPolicy Manual SectionPolicies for the Board, 31-1 TitleCopy of HUMAN GROWTH AND DEVELOPMENT (Ed Team) Codepo2414 includes 30-2 Tech Correction, Final Status AdoptedDecember 9, 2019	**Revised Language for WSD Board 06-13-2022**
2414 **- HUMAN GROWTH AND DEVELOPMENT** The Board **of Education** directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2) Wis. Stats**.** **[NOTE: Per 118.019(2), Wis. Stats., if instruction in human growth and development is provided, the following instructional program is recommended.]** **Such instruction will, to** include the following: Medically accurate and age-appropriate instruction in the following topics: 1. the importance of communication about sexuality between the student and the student's parents or guardians 2. reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation 3. **puberty, pregnancy, parenting, body image, and gender stereotypes** 4. **the skills needed to make responsible decisions about sexuality and sexual behavior throughout the student's life, including how to refrain from making inappropriate verbal, physical, and sexual advances and how to recognize, rebuff, and report any unwanted or inappropriate verbal, physical, and sexual behaviors** 5. the benefits of and reasons for abstaining from sexual activity**, which shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent** **Instruction under this subdivision shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections and shall identify the skills necessary to remain abstinent.** 6. **the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug Administration to prevent sexually**	2414 **- HUMAN GROWTH AND DEVELOPMENT** The Board directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2) Wis. Stats**.** **Such instruction will** include the following: A. Medically accurate and age-appropriate instruction in the following topics: 1. the importance of communication about sexuality between the student and the student's parents or guardians 2. reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany **maturation (formerly "puberty")** 3. the benefits of and reasons for abstaining from sexual activity**,** which shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent 4. **Suggested WSD Addition: the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug Administration to prevent sexually transmitted infections** 5. methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress 6. how alcohol and drug use affect responsible decision making 7. the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality 8. adoption resources, prenatal care, and postnatal supports 9. the nature and treatment of sexually transmitted infections B. The instructional program will also include the following:

transmitted infections

7. methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress

8. how alcohol and drug use affect responsible decision making

9. the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality

10. adoption resources, prenatal care, and postnatal supports

11. the nature and treatment of sexually transmitted infections

B. **The instructional program will also include the following:**

1. **(x) address self-esteem and personal responsibility, positive interpersonal skill, and healthy relationships**

2. **(x) identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships**

3. **( ) address the positive connection between marriage and parenting**

4. **(x) present information about avoiding stereotyping and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors**

[Note: If the District chooses to provide instruction in any of the areas listed under Section A above, they must also include instruction in the following areas, when age-appropriate, in the same course, and during the same year]

The following shall also be incorporated into the above subjects in the same course and during the same year:

A. **presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;**

B. **emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;**

1. address **self-esteem** and personal responsibility, positive interpersonal skill, and healthy relationships

2. identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships

3. present information about avoiding **stereotyping** and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors

[Note: If the District chooses to provide instruction in any of the areas listed under Section A above, they must also include instruction in the following areas, when age-appropriate, in the same course, and during the same year]

The following shall also be incorporated into the above subjects in the same course and during the same year:

A. presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;

B. emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;

C. provides instruction in **parental responsibility** and the socioeconomic benefits of marriage for adults and their children;

D. explains pregnancy, prenatal development, and childbirth;

E. explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948, Wis. Stats.;

F. explains the sex offender registration requirements under 301.45, Wis. Stats.; which shall include who is required to report, what information must be reported, who has access to the information reported, and the implications of being registered;

G. provides medically accurate information about the human papillomavirus and the human immunodeficiency virus and acquired immunodeficiency syndrome; and

H. **Statute Change ("Safe Haven"): explains the process under 48.195, Wis. Stats., under which a parent of a newborn child may relinquish custody of the child to a law enforcement officer, emergency medical services practitioner, or hospital staff member**

C. **provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children;**

D. **explains pregnancy, prenatal development, and childbirth;**

E. **explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948, Wis. Stats.;**

F. **explains the sex offender registration requirements under 301.45, Wis. Stats.; which shall include who is required to report, what information must be reported, who has access to the information reported, and the implications of being registered;**

G. **provides medically accurate information about the human papillomavirus and the human immunodeficiency virus and acquired immunodeficiency syndrome; and**

H. **explains the process under 48.195, Wis. Stats., under which a parent of a newborn child may relinquish custody of the child to a law enforcement officer, emergency medical services practitioner, or hospital staff member**

The District shall use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities**.**

A. **address self-esteem, personal responsibility, healthy relationships, and positive interpersonal skills, with an emphasis on healthy relationships**

B. **identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships**

The District Administrator will ensure that any instruction provided under this policy also includes instruction in the same year, when age-appropriate, that fulfills the requirements of Chapter 118.019(2r) Wis. Stats. as listed below:

A. **presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;**
B. **emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;**
C. **provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children;**
D. **explains pregnancy, prenatal development, and childbirth;**

The District shall use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities.

The Board does not authorize the curriculum to include separating students on the basis of gender, except in grade 5.

If outside persons are to provide instruction they need to be vetted by the District and approved by the Director of Secondary Education or the Director of Elementary Education, whichever is appropriate.

A citizens' advisory committee shall be established, in accordance with Board Policy 9140 - Citizens' Advisory Committees and 118.019(5), Wis. Stats., in order to ensure the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District in the design and implementation of this program area.

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under 118.01(2)(d)2c**, Wis. Stats.** unless exempted and under 118.01(2)(d)8**, Wis. Stats**.

Cross Reference: Policy 2430.01 - Special Programs by Community Volunteers

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Legal

115.35, 118.019, Wis. Stats.

P.I. 8.01(2)(j), Wis. Adm. Code

E. **explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948;**

F. **explains the sex offender registration requirements under Section 301.45;**
Instruction under this paragraph shall include who is required to report under S. 301.45, what information must be reported, who has access to the information reported, and the implications of being registered under Section 301.45.

G. **provides medically accurate information about the human papillomavirus and the human immunodeficiency virus and acquired immunodeficiency syndrome.**

The Board does not authorize the curriculum to include separating students on the basis of gender, except in grade 5.

If outside persons are to provide instruction they need to be vetted by the District and approved by the Director of Secondary Education or the Director of Elementary EducationTeaching, Learning and Leadership Integration, whichever is appropriate.

A citizens' **advisory** committee shall be established, in accordance with Board Policy 9140 **- Citizens' Advisory Committees** and 118.019(5), Wis. Stats., in order to ensure the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District in the design and implementation of this program area.

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under **Wis. Stat.** 118.01(2)(d)2c**, Wis. Stats.** unless exempted and under **Wis. Stat.** 118.01(2)(d)8**, Wis. Stats**.

Cross Reference: Policy 2430.01 - Special Programs by Community Volunteers

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115.35, 118.019, Wis. Stats.

P.I. 8.01(2)(j), Wis. Adm. Code

Book	Policy Manual
Section	Policies for the Board, 31-1
Title	NEW POLICY - VOL. 31, NO. 1 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT (Tabatha)
Code	po1421 Final
Status	

NEW POLICY - VOL. 31, NO. 1

1421 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's administrative staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any **job-related** criminal or municipal offense.

The District Administrator, as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall notify the Board President for any j**ob-related** criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal	111.335, Wis. Stats.

Wausau Community Charter School

Meghan Hughes



Timeline

- DPI Charter School Grant Due February 2023
  - https://dpi.wi.gov/parental-education-options/charter-schools/grants
  - Up to $700,000
- Planning Year: July 1st 2023 to June 30th 2024 ($150,000 of Grant Funding)
- School Opens Fall 2024



Outdoor Classrooms





Overview

- Authorizer: Wausau School District
- Location: Wausau School Forest
- Grades Served: 4K-8th Grade
  - Year One 4K-4th grade expanding a grade a year up to 8th.
- Tuition Free Public Charter School
- Curriculum
  - Waldorf-Inspired
  - Outdoor Education

Practical Work





Wausau Community Charter School

- Utilization of the Tomorrow River Community Charter School's Success
  - Outdoor learning center
    - Located at the Central WI Environmental Station, a field station of UWSP
    - Curriculum
    - Implementation
    - Collaborative Leadership



CWES: 200 Acres of woods and water





Waldorf Pedagogy

- 94% of students attending college or university
- Developed by Rudolf Steiner in 1919
- There are now over 2,000 schools across the world
- There are 60 Public Waldorf Schools within the United States.

Head, Heart, & Hands

Children learn through their hands and heart: solidification of ideas and concepts is best done through movement, art and emotional engagement.



Nature

Children are attracted to and learn from nature. Nature amazes children and fosters a desire in them to learn about what they see around them. Animals, insects, climate and vegetation all become opportunities for growth and learning








FOOTBALL
LIFE
BETTER
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Looping

Teachers will follow their students from first to as high as eighth grade nurturing a deep level of trust and understanding between the teacher and the student.





Developmentally Appropriate

What and how we are capable of learning is informed by our neurological development which, in turn, is largely informed by our age.

- Our first phase of development occurs from approximately birth to age seven. It is not until after roughly age 7 (when we lose our baby teeth) that children are able to put proper energy into forming concepts and memorizing content.
  - For this reason, traditional academics are not taught prior to first grade.
  - When this vital transition is made (to traditional academics) it is done slowly - allowing the innate intellect to unfold and remain resilient, curious and eager.

Overnight Fieldtrips





3rd Grade Farm Fieldtrip

Multi-Disciplinary Approach

Immersion and a multi-disciplinary approach is central to solidifying new ideas and skills.

- Main lesson subjects are taught through 3-6 week blocks diving deeply into the particular subject matter in a multi-disciplinary way.
- For example, in first grade the blocks rotate from language arts, to mathematics to nature studies and back through again.
- In addition to main lessons, students have music lessons and handwork (such as knitting). Students begin a language immersion language course starting in 1st grade as well.





Onsite Organic Garden

Community Needs Assessment

1. Community Survey through the District
2. Town Hall Meetings
3. Outreach
    a. Website
    b. Article in Paper

Resources for further learning

Alliance for Public Waldorf Schools (APWS):
https://www.publicwaldorf.org/

Association of Waldorf Schools of North America (AWSNA):
https://www.waldorfeducation.org/

Waldorf Early Childhood Association of North America (WECAN):
https://www.waldorfearlychildhood.org/

Completing the Circle (ebook):
Download Ebook here

Waldorf Education….An Introduction (article):
https://www.waldorflibrary.org/images/stories/articles/barnes_introwaldorfed.pdf

Questions



Review of Handbook Changes

July 1, 2022 Implementation

Continued Focus of Changes

- Consistency between employee groups
- Efficiency of work required to implement
- Alignment of rules/expectations



Post Employment Benefit Model Clarifications

- Teachers (hired after 1/1/2011)
  - Matching TSA contributions will be provided for both WEA TSA or 457 contributions

- Support Staff
  - Clarify and simplify the payment for post employment benefit amounts currently in the handbook for staff that retire under the current handbook eligibility language

ADDITIONAL HANDBOOK CHANGES

- “HOUSEKEEPING” CHANGES AND UPDATES
  - Dates updated
  - Contact names and positions updated
  - Procedure updates such as “Snow Days” and “Exchange Days” to reflect current practice
  - 2022-23 School Calendar updated
  - Incorporate required edits related to legal updates
  - Update policy links to ensure everything works appropriately

Questions/Discussion?