

## **AGENDA**

### **SCHOOL DISTRICT OF NEW GLARUS REGULAR SCHOOL BOARD MEETING**

**MONDAY, NOVEMBER 18, 2024**

**HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183 JOIN ZOOM MEETING USING  
[HTTPS://US02WEB.ZOOM.US/J/86070215796?PWD=YIOYCKSGJEP2EFUFPLTBVK](https://us02web.zoom.us/j/86070215796?pwd=YIOYCKSGJEP2EFUFPLTBVK)**

**IADJA0TE.1 BY PHONE USING 1-646-568-7788 MEETING ID 86070215796 &  
PASSWORD 205582**

**1701 2ND STREET**

**NEW GLARUS, WISCONSIN 53574**

**7:15 PM**

**I. CALL TO ORDER**

- A. Agenda Published
- B. Roll Call
- C. Approval of Agenda and Revisions

**II. INTRODUCTIONS-PRESENTATIONS**

- A. Recognition of Local Contractors and Subcontractors - Press Box, Ticket Booth, Sign

**III. PUBLIC COMMENT PERIOD**

**IV. APPROVAL OF CONSENT AGENDA**

- A. Item(s) To Be Removed From Consent Agenda
  - 1. Board Minutes

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**SCHOOL DISTRICT OF NEW GLARUS  
DISCUSSION AND REGULAR SCHOOL BOARD MEETING**

Monday, October 28, 2024

**CALL TO ORDER**

The meeting was called to order at 7:15 p.m. by Board President, Bill Oemichen. The agenda was posted at the New Glarus Elementary School, New Glarus Middle School, New Glarus High School, Bank of New Glarus, New Glarus Post Office, Lake Ridge Bank – New Glarus Branch, Woodford State Bank – New Glarus Branch, and the District Website.

**ROLL CALL**

Present: Bill Oemichen, Ron Roesslein, Travis Zimmerman, Cari Ann Muggenburg, Cassie Ballweg, Casey McCoy, and Heather Thornton.

**APPROVAL OF AGENDA AND REVISIONS**

Motion by Travis Zimmerman to approve the agenda as presented Second by Heather Thornton.  
Motion carried 7-0.

**INTRODUCTIONS –PRESENTATIONS**

**RoboKnights Teams**

Peter Bertling, RoboKnight Advisor and team members from middle school and high school showed the Board what they are working on for their upcoming competitions.

**PUBLIC COMMENT PERIOD**

~None

**APPROVAL CONSENT AGENDA**

ITEM(S) TO BE REMOVED FROM CONSENT AGENDA

1. BOARD MINUTES & CLOSED SESSION MINUTES
2. APPROVAL OF BILLS
3. TREASURERS REPORT
4. STAFFING REPORT
5. DONATIONS

Motion by Ron Roesslein to approve the Consent Agenda as presented. Second by Casey McCoy.  
Motion carried 7-0.

## COMMITTEE UPDATES

POLICY, COMMUNICATION & ADVOCACY; The Policy, Communications and Advocacy Committee reviewed the NEOLA Policy revisions, a District Policy update, and revisited the legal status of the Title IX Policies.

HANDBOOK AND PERSONNEL; Did not meet.

BUDGET; Did not meet.

CURRICULUM, SPORTS & CO-CURRICULAR; Did not meet.

FACILITIES, TRANSPORTATION, AND TECHNOLOGY; Did not meet.

## DISCUSSION AND POSSIBLE ACTION ITEMS

### A. 2024-25 ORIGINAL BUDGET

The Board reviewed the 2024-25 Original Budget.

Motion by Budget Committee Chair, Travis Zimmerman to approve the 2024-25 Original Budget as presented. Second by Ron Roesslein. Motion carried 7-0.

### B. 2024-25 TAX LEVY

The Board reviewed the 2024-25 Tax Levy.

Motion by Budget Committee Chair, Travis Zimmerman to approve the 2024-25 Tax Levy at \$8,634,187 and a mill rate of \$9.98. This is a 50-cent decrease in the mill (tax) rate. Second by Ron Roesslein. Motion carried 7-0.

### C. STORAGE BUILDING FOR GLARNER COMMUNITY COMPLEX

Dr. Thayer reviewed the proposal for a storage building for Glarner Community Complex.

Motion by Travis Zimmerman to approve the storage building for Glarner Community Complex as presented. Second by Ron Roesslein. Motion carried 7-0.

### D. BID FOR 5 YEAR LEASE FOR NEW SCHOOL BUSES

The Board reviewed the lease payment plans for the 5-year bus lease. The District will be leasing 5 new buses and recommended the low bid from Woodford State Bank.

Motion by Ron Roesslein to approve the bid from Woodford State Bank for the 5-year lease payment as presented. Second by Heather Thornton. Motion carried 7-0.

### E. WASB DELEGATE FOR STATE CONVENTION ON JANUARY 22, 2025

Annually the Board selects a delegate to represent our Board at the WASB Delegate Assembly in Milwaukee in January. Cassie Ballweg volunteered to be the Board Delegate this year.

Motion by Travis Zimmerman to approve Cassie Ballweg as the delegate at the WASB State Convention in January. Second by Cari Ann Muggenburg. Motion carried 7-0.

F. RESIGNATIONS

~None.

G. NEW HIRES

~None

**DISCUSSION ITEMS**

A. WASB CONFERENCE INFORMATION

The Board discussed the upcoming WASB State Convention in January .

B. 2023-24 STATE ASSESSMENT RESULTS – FORWARD, PRE-ACT, AND ACT

Dr. Thayer reviewed the 2023-24 State Assessment results with the Board.

C. PRIMARY SCHOOL UPDATES

Dr. Thayer provided the Board with an update on the Primary School progress.

**ANNOUNCEMENTS**

~None

**FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS.**

- November 18, 2024 - Discussion & Regular Board Meeting – 7:15 p.m.
- December 16, 2024 - Discussion & Regular Board Meeting – 7:15 p.m.

**ADJOURN**

Motion by Travis Zimmerman to adjourn the meeting at 8:21 p.m. Second by Casey McCoy. Motion carried 7-0.

Respectfully submitted by Cari Ann Muggenburg, Clerk, Kris Anderson, District Executive Assistant



CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
66481	ANDERSON, KRISTIN	11/05/2024	10 25 2024	MILEAGE	84.15
				Totals for 66481	84.15
66482	AUTOMATIC ENTRANCES	11/05/2024	2042436	DOOR REPAIR	262.50
				Totals for 66482	262.50
66483	CAPITAL LOCK INC	11/05/2024	108292	LOCK/KEY	945.60
				Totals for 66483	945.60
66484	CLEARY BUILDING CORP	11/05/2024	11/04/2024	DOWN PAYMENT FOR CONTRACT GLARNER COMPLEX STORAGE SHED	18,558.00
				Totals for 66484	18,558.00
66485	DEPT OF HEALTH SERVI	11/05/2024	435-000013	BIRTH RECORDS	103.06
				Totals for 66485	103.06
66486	DUERST, NITA	11/05/2024	10 31 2024	MILEAGE	40.20
				Totals for 66486	40.20
66487	GREATER DANE COUNTY	11/05/2024	19	RENEWAL/MATH MEETS/ENGLISH	985.00
				Totals for 66487	985.00
66488	MAA-WISCONSIN SECTIO	11/05/2024	10 28 2024	MATH COMPETITION REGISTRATION	11.00
				Totals for 66488	11.00
66489	MARTY, TAMMY	11/05/2024	10 24 2024	MILEAGE	36.31
				Totals for 66489	36.31
66490	MONONA GROVE SCHOOL	11/05/2024	9554	1/2 PMT FOR DCSC	2,917.50
				Totals for 66490	2,917.50
66491	MONONA PLUMBING AND	11/05/2024	2408875	RPR WATER LINE	210.20
				Totals for 66491	210.20
66492	NEW GLARUS UTILITIES	11/05/2024	24-26	MOVE J BOXES 2ND STR	26,343.95
		11/05/2024	24-22	PK2 ADDITIONAL TRANSFORMER	16,793.21
		11/05/2024	24-21	WATER AND SEWER IMPACT FEES	17,640.00
		11/05/2024	24-24	SCHOOL TRANSFORMER RELOCATE	20,495.94
		11/05/2024	24-23	14TH AVE J BOX RAISE	3,644.86
				Totals for 66492	84,917.96
66493	NEW GLARUS WELDING,	11/05/2024	95108	MAINT	52.50
		11/05/2024	95089	TECH ED WELDER	325.00
				Totals for 66493	377.50
66494	RBS ACTIVEWEAR	11/05/2024	219718	CTE SHIRTS	197.04
				Totals for 66494	197.04
66495	REGEZ SUPPLY CO. INC	11/05/2024	258508	CUSTODIAL SUPPLIES	864.90
				Totals for 66495	864.90
66496	TEXTHELP INC	11/05/2024	78043	RENEWAL	2,002.46
				Totals for 66496	2,002.46
66497	TYLER TECHNOLOGIES,	11/05/2024	045-489741	BUS SOFTWARE RENEWAL	4,004.73
				Totals for 66497	4,004.73

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
66498	UNITED LABORATORIES	11/05/2024	421046	CUSTODIAL SUPPLIES	365.22
				Totals for 66498	365.22
66499	UW-MILWAUKEE	11/05/2024	0002387102	STUDENT TUITION	565.53
				Totals for 66499	565.53
66500	WISCONSIN HOSA	11/05/2024	99635483	REGISTRATION	120.00
				Totals for 66500	120.00
66506	HARDYMAN, LOGAN	11/12/2024	11/12 MS 8	ATHL OFFL	85.00
				Totals for 66506	85.00
66507	KRENTZ, GEOFFREY	11/12/2024	11/12 MS 8	ATHL OFFL	80.00
				Totals for 66507	80.00
66508	MIKA, JAMES	11/12/2024	11/12 MS 7	ATHL OFFL	80.00
				Totals for 66508	80.00
66509	ZWART, MARK	11/12/2024	11/12 MS 7	ATHL OFFL	82.50
				Totals for 66509	82.50
				Totals for checks	117,896.36

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	0.00	32,978.40	32,978.40
49	OTHER CAPITAL PROJECTS FUND	0.00	0.00	84,917.96	84,917.96
***	Fund Summary Totals ***	0.00	0.00	117,896.36	117,896.36

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

3. Treasurer's Report
4. Staffing Report

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**STAFFING REPORT  
NOVEMBER 18, 2024**

<b>HIRES / CHANGES</b>	<b>Employee Leaving Position</b>	<b>New Employee in Position</b>	<b>hours per day / % of empl</b>	<b>Term of Employment</b>	<b>Position</b>
	Aleta Martinson resignation	Rychia Bosman	varies	2025 Spring Season	MS Track Coach

<b>OPEN POSITIONS</b>	<b>Position</b>	<b>Term of Employment</b>	<b>hours per day / % of empl</b>	<b>Reason for opening</b>
Support Staff	Special Education Asst	2024-25 School year	5 hours/day	Kristen Funk resignation
Coach	HS Golf Asst Coach	2025 Spring Season	varies	Gary Beutler coaching resignation



DONATIONS 11. 18. 24				
10/29/2024	NG Sports Boosters	Check	NG Football Playoff Dinner	\$250.00

- B. Discuss Item(s) Removed From Consent Agenda
- V. **COMMITTEE UPDATES**
  - A. Policy, Communication & Advocacy
  - B. Handbook and Personnel
  - C. Budget
  - D. Curriculum, Sports & Co-Curricular
  - E. Facilities, Transportation & Technology
- VI. **DISCUSSION AND POSSIBLE ACTION ITEMS**
  - A. Policies from Policy Committee Meeting
    - 1. NEOLA Policy Revisions
      - a. PO152 - Officers

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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of OFFICERS
Code	po0152
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	April 11, 2022

#### 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 the third Monday of April (normally on or within thirty (30) days after the fourth (4th) Monday in April).

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

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

~~The Board shall, in addition to other statutory requirements, designate an administrator~~**Administrator to assume delegated** ~~specified~~ **responsibilities of the Treasurer and of the Clerk**

Revised 6/5/18

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Legal	120.15 et seq., Wis. Stats
	120.10, Wis. Stats.
	19.88(1), Wis. Stats.
	120.05, Wis. Stats.

b. PO0164 - Meetings

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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of MEETINGS
Code	po0164
Status	Full Board Review
Adopted	September 25, 2023

#### 0164 - MEETINGS

##### **Regular Meetings**

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

##### **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. Said notice shall be posted at the school office and at such places as the Board may determine. Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (see also Policy 0166 - Agenda)

##### **Special Meetings**

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

The School District Clerk or, in the School District Clerk's absence, the President shall fix a reasonable date, time, and place for the meeting. The School District Clerk or, in the School District Clerk's absence, the President shall notify each Board member of the date, time, and place of the meeting, in a manner likely to give the Board member notice of the meeting, at least twenty-four (24) hours before the meeting. If the School District Clerk or, in the School District Clerk's absence, the President determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School District Clerk or President, impossible or impractical, the School District Clerk or President may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the District office and such other places as the Board may determine unless, for good cause, such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

A special meeting may be held without prior notice if all Board members are present and consent, or if each member consents in writing even if the Board member does not attend, provided appropriate notice is provided as defined under Chapter 19.

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

##### **Notice of Meetings**

Public notice of all Board meetings, 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







Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of ANNUAL REPORT
Code	po0174.1
Status	Full Board Review
Adopted	March 13, 2017

#### 0174.1 -**ANNUAL REPORT**

The Board of Education clerk, or an Administrator if authorized in accordance with Bylaw 0152 - Officers, shall file with the Department of Public Instruction (DPI) (publish) an annual school district report by September 1st in the format prescribed by the Department of Public Instruction-DPI as required by law.

120.18, Wis. Stats.

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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of EDUCATIONAL OUTCOME GOALS AND EXPECTATIONS
Code	po2131
Status	Full Board Review
Adopted	October 8, 2018

### 2131 - EDUCATIONAL OUTCOME GOALS AND EXPECTATIONS

In fulfillment of the District's mission to provide a quality education for all of the students, the Board believes the mission is being accomplished when students confirm that they have achieved the following educational goals.

#### Academic Skills and Knowledge

- A. Basic skills including the ability to read, write, spell, perform basic arithmetical calculations, learn by reading and listening, and communicate by speaking and writing.
- B. Analytical skills including the ability to think rationally, solve problems, use various learning methods, gather and analyze information, make critical and independent judgements and argue persuasively.
- C. A basic body of knowledge that includes information and concepts in literature, fine arts, mathematics, natural sciences, including knowledge of the elements of agriculture and the conservation of natural resources, and social sciences, including knowledge of the right and responsibilities of the family as a consumer, cooperative marketing and consumers' cooperatives.
- D. The skill and attitudes that will further lifelong intellectual activity and learning.
- E. Knowledge in computer science, including problem-solving, computer applications, and the social impact of computers.

#### Vocational Skills

- A. An understanding of the range and nature of available occupations and the required skills and abilities.
- B. Preparation to compete for entry-level jobs not requiring postsecondary school education.
- C. Preparation to enter job-specific vocational training programs.
- D. Positive work attitudes and habits.

#### Citizenship

- A. An understanding of the basic workings of all levels of government, including the duties and responsibilities of citizenship.
- B. A commitment to the basic values of our government, including by appropriate instruction and ceremony the proper reverence and respect for and the history and meaning of the American flag, the Declaration of Independence, the U.S. Constitution, and the constitution and laws of the State.

- C. The skills to participate in political life.
- D. An understanding of the functions of organizations in society.
- E. Knowledge of the role and importance of biological and physical resources.
- F. Knowledge of State, National, and world history.
- G. An appreciation and understanding of different value systems and cultures.
- H. An understanding, at all grade levels, of human relations, particularly with regard to American Indians, Black Americans, and Hispanics, Hmong Americans, and Asian Americans.

### **Personal Development**

- A. The skills needed to cope with social change.
- B. Knowledge of the human body and the means to maintain lifelong health, including:
  - 1. knowledge of the theory and practice of physical education, including the development and maintenance of physical fitness.
  - 2. knowledge of the nutritive value of foods, as outlined in the Dietary Guidelines of Americans, and knowledge of the role of a nutritious diet in promoting health, preventing chronic disease, and maintaining a healthy weight.
  - 3. knowledge of physiology and hygiene, sanitation, the effects of controlled substances consistent with ch. 961 and alcohol upon the human system, symptoms of disease and the proper care of the body. No student may be required to take instruction in human growth and development, self-esteem, responsible decision-making, interpersonal relationships, sexual activity, human sexuality, reproduction, contraception, family life, parenting, sex stereotypes and protective behavior if his/her parent files with the teacher or principal a written request that the student be exempted. Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.
  - 4. awareness about drug abuse, including prescription drug abuse, and prevention.
- C. An appreciation of artistic and creative expression and the capacity for self-expression.
- D. The ability to construct personal ethics and goals.
- E. Knowledge of morality and the individual's responsibility as a social being, including the responsibility and morality of family living and the value of frugality and other basic qualities and principles referred to in article I, section 22, of the constitution insofar as such qualities and principles affect family and consumer education.
- F. Knowledge of the prevention of accidents and promotion of safety on the public highways, including instruction on the relationship between highway safety and the use of alcohol and controlled substances under ch. 961.
- G. The skills needed to make sound decisions, knowledge of the conditions which may cause and the signs of suicidal tendencies, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances consistent with chapter 961 and knowledge of the available community youth suicide prevention and intervention services. Instruction shall be designed to help prevent suicides by students by promoting the positive emotional development of students.
- H. Knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students, including child abuse, sexual abuse, and child enticement. Instruction shall be designed to help students develop positive psychological, emotional, and problem-solving responses to such situations and avoid relying on negative, fearful, or solely reactive methods of dealing with such situations. Instruction shall include information on available school and community prevention and intervention assistance or services and shall be provided to students in elementary schools.

The Board believes that all students in this District will be able to demonstrate these learnings at a level that is commensurate with their age and capabilities.

Legal

118.01, Wis. Stats.

e. PO2340 - Field and Other District Sponsored Trips

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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po2340
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	April 22, 2024

#### 2340 - **FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

##### **Field Trips**

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by Administration, and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

##### **Extra-Curricular/Co-Curricular Trips**

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by Administration in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the building administrator of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets.

## Overnight Travel

Overnight travel is defined as a field trip that involves one (1) or more overnight stays. **Overnight travel includes foreign travel.** The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Principal in accordance with the District's overnight travel guidelines, and then must be submitted to the Board for final approval.

**International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a recognized sponsoring or commercial organization that specializes in international travel and that are responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents.**

**Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary.**

## Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

## Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Any staff member may propose a trip by presenting details of the proposed trip to the principal.

Proposals shall include the details of the trip, the cost of the trip, identify any third-party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

## General Trip Provisions

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or District Administrator. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the District Administrator. Permission to solicit neither grants nor implies approval of the trip.

The District Administrator shall ensure the implementation of guidelines which address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned and monitored;
- D. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- E. a copy of each student's Emergency Medical Authorization Form is available to the staff member in charge.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

The distance traveled outside the State and the use of nondistrict vehicles shall be consistent with Chapter 121 Wis. Stats.

### **Trips Not Sponsored by the District**

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the principal to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

### **Transportation for Field and other District Sponsored Trips**

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of Administration.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

Transportation by private vehicle shall be in accordance with Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

Revised 9/9/19

T.C. 12/5/22

T.C. 4/22/24

© Neola ~~2022~~24

Legal

121.54(7), Wis. Stats.





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	October 8, 2018

#### 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 employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and 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 the District Administrator deems appropriate. 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 competitive compensation at a rate set annually by the Board. A person will be considered a long-term substitute if the person is appropriately certified and the staff member for whom the person has been hired to replace has a leave which extends for more than forty-five (45) consecutive school days. The long-term substitute position will be terminated by the end of the school year.

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Legal 118.19, Wis. Stats.  
P.I. 3.03(8), Wis. Adm. Code

g. PO3120.08 - Employment of Personnel for Co-Curricular-  
Extra-Curricular Activities

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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	Full Board Review
Adopted	March 13, 2017

### 3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

Members of the district professional staff will be afforded first opportunity for coaching positions, provided they are qualified for the position.

**The District Administrator shall make a recommendation to the Board for approval.**

The District Administrator shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and receives a co-curricular appointment letter which specifies the assignment and the stipend associated with the assignment. Any such appointment may be terminated by the District Administrator for any reason that is not arbitrary or capricious. There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.

Coaching/advisory duties accepted by a ~~member of the teaching staff or administrative staff~~ **teaching or administrative staff member** shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy 3340 – Grievance Procedure or Policy 4340 – Grievance Procedure.

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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po4120.04
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	December 5, 2022

#### 4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the District Office.

Proper certification shall be on file if the position requires certification. A satisfactory background check shall be conducted consistent with Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements.

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.

The employment of substitute support staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District.

Retroactive employment shall be recommended to the Board at the next meeting. Prior to the end of the school year, District employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

Revised 10/11/21

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Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
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- i. PO4162 - (Rescind) Controlled Substance and Alcohol Policy for Employees That Transport Students

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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Rescind Policy - Vol. 33, No. 2, May 2024 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
Code	po4162
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	October 11, 2021

#### **4162 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS**

##### **Purpose**

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, must be mentally and physically alert at all times while on duty. In addition, the Board recognizes that a drug-free and alcohol-free school and work environment is vital to workplace and school safety and to the quality of the District's educational services.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board expects all Drivers to comply with Board Policy 4122.01 on Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Drivers should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Drivers.

##### **Covered Employees**

This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty. The policy also applies to other staff members who drive students in District vehicles or inspect, service, or condition District vehicles. The District views these as "safety-sensitive" functions.

##### **Definitions**

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phencyclidine (PCP).

- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- E. The term *Driver* means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.
- F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

## Procedures

The District Administrator shall establish a drug and alcohol testing program whereby each driver is tested for the presence of alcohol in his/her system, as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations:

- A. prior to employment (Controlled Substances only);
- B. reasonable suspicion;
- C. upon return to duty after any alcohol or drug rehabilitation;
- D. after any accident, whenever the District determines that an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property, the District may require the employee to be tested for drugs or alcohol, or both;

In addition, Department of Transportation regulations require that drivers submit to post-accident testing for drugs and alcohol under the following circumstances:

1. When the driver is involved in an accident involving the loss of a human life, regardless of who was at fault; or
  2. When the driver is involved in an accident in which s/he is issued a citation for a moving traffic violation, and the accident involves an injury to any person who, as a result of the injury, immediately receives medical treatment away from the accident scene, or involves disabling damage (i.e., must be towed away or cannot be driven from the accident scene) to any vehicle.
- E. on a random basis; and
  - F. on a follow-up basis.

Any staff member who tests positive as defined in the guidelines shall be:

- A. immediately prohibited from driving any District vehicle or conducting a safety-sensitive function;
- B. evaluated by a substance abuse professional;
- C. provided information regarding drug/alcohol counseling;

- D. subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completed any required treatment program, and passed a retest.

Prior to the beginning of the testing program, the District shall provide a training for all employees, including Drivers and their supervisors about:

- A. the dangers and adverse effects of drug and alcohol use;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 – Drug-Free Workplace and Policy 4161 – Unrequested Leaves of Absence/Fitness for Duty;
- D. the sanctions that may be imposed for violations of Policy 4122.01.

The District Administrator shall arrange for periodic retraining of supervisors and staff members as necessary. The District Administrator shall provide a copy of this policy and testing guidelines to all Drivers and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The District Administrator shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The District Administrator shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

#### **Return to Duty (Safety Sensitive Positions)**

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.

Subject to any legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the District Administrator.

Revised 10/8/18

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Legal 49 C.F.R. 382.101 et seq.





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of ATTENDANCE
Code	po5200
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 25, 2023

## 5200 - **ATTENDANCE**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

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

### **Notification Required**

The 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, except a parent-excused, pre-planned absence requires written or verbal notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

### **School Attendance Officer**

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

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school, or failed to fulfill the attendance requirements of a virtual instruction program component, are absent from school and whether the absence is excused.

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

### **Excused Absences**

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

#### **A. Physical or Mental Condition**

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.

#### **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. Parent-Excused Pre-Planned Absence**

The student has been excused verbally or in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence.

#### **D. Religious Holiday**

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

#### **E. Suspension or Expulsion**

The student has been suspended or expelled.

#### **F. Program or Curriculum Modification**

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

#### **G. High School Equivalency – Secured Facilities**

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

#### **H. Child at Risk**

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

#### **I. Election Day Official**

A high school student, including students enrolled in private schools and students, enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: 1) the student has the permission of 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.

#### J. **Virtual Access**

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

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

##### A. **Quarantine**

Quarantine of the student's home by a public health officer.

##### B. **Illness of an Immediate Family Member**

The illness of an immediate family member.

##### C. **Emergency**

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

##### D. **Work at Home Due to Absence of Parents**

To work at home due to the absence of the student's parents. Absences under this section shall not exceed \_\_\_\_\_ ( ) days nor be granted to any student younger than \_\_\_\_\_ ( ) years of age.

##### E. **Severe Weather Conditions**

In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.

##### F. **Sounding Taps**

A student in grades 6-12 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.

#### **Unexcused Absences**

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

#### **Definitions**

##### A. **Truancy**

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

##### B. **Habitual Truant**

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

##### C. **Part of a School Day**

Part of a school day is any time period within a school <sup>41</sup> day, which is from the time the first class period of that day

begins until the end of the last class period of that day.

### **Tardiness/Late Arrival and Early Dismissal**

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

### **Truancy Plan**

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

#### **The Truancy Plan will include, at a minimum, the following:**

- 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
- 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. 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;

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 upon failure to cause the child to attend school regularly as required by State law.
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: 1) that the student's open enrollment may be terminated if the student is habitually truant; and 2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

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

### **Referral to the District Attorney**

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

- A. met with the student's parent 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 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.

### **Excused Absences**

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

### **Unexcused Absences**

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

Students with unexcused absences shall be permitted to make-up coursework and any trimester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework 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.

115.28(51), Wis. Stats.

990.001(4), Wis. Stats.

Revised 10/8/18

Revised 6/22/20

Revised 9/28/20

Revised 3/15/21

T.C. 4/11/22

Revised 6/26/23

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Legal	7.30(2)(am), Wis. Stats.
	118.15, Wis. Stats.
	118.153, Wis. Stats.
	118.16, Wis. Stats.
	118.162, Wis. Stats.

k. PO5330 - Administration of Medication-Emergency Care

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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 25, 2023

### 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or ~~If the child is a student with a disability and a student with disabilities~~ requires medication to benefit from ~~their~~ the student's educational program.

For purposes of this policy, the following definitions shall be used:

"**Practitioner**" shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"**Medication**" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.

"**Administer**" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"**Nonprescription drug product**" means any ~~nonnarcotic~~ non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

#### Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the school office. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

#### Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the school office. Substances, ~~which~~ that are not FDA approved (i.e. natural products, food supplements) will not be administered by District staff. Nonprescription drugs that are

provided by the parent may be administered **by school staff only** if **they** **the nonprescription drugs** are supplied in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format, **and the student's name**. If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information.

High school students may possess and self-administer their own nonprescription medications and prescription medications at school, if the appropriate medication authorization form is filed in the school office, provided the student is in possession and self-administers in compliance with relevant District policies. Responsible students in grades K-8 may be permitted to possess and self-administer nonprescription medications with parental permission and prescription medications with a medication order signed by the medical provider and parent. Permission must be obtained every school year.

No CBD products ~~or essential oils will be~~ permitted for use at school **or school-sponsored events** without permission District Administrator.

### **Use of Essential Oils**

All students wishing to use essential oils in the school must seek prior approval from the Principal

### **General Provision**

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

~~Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents or students authorized in writing by their practitioner and parents, may administer medication~~ **at school or at school-sponsored events.**

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of **the Student Code of Conduct and Policy 5530 - Drug Prevention and of the Student Code of Conduct. Student Use or Possession of Intoxicants, Drugs, or Paraphernalia.**

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

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

~~All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.~~

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

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

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

The school nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided

assistance in the development of this policy and will also provide a periodic review of the written instructions, and consent forms, and the Medications Administration Daily Log(s). The plan shall state whether and to what extent the District or individual schools will retain opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

### **Opioid Antagonist Plan**

The District's Emergency Nursing Service Plan shall state whether and to what extent the District will retain opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

### **Epinephrine Auto-Injectors**

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

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

Revised 10/9/17

Revised 8/6/18

Revised 2/1/21

Revised 10/11/21

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Legal                                    118.29, 118.291, 118.292, 118.2925, 121.02 Wis. Stats.  
     PI 8.01(2)(g)  
     Wis. Admin. Code N 6.03  
     2009 Wisconsin Act 160





Book	Policy Manual
Section	POlicies Ready for Full Board
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	February 1, 2021

#### 5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

Graduation diplomas awarded by the District shall be based on learning achievements rather than on the amount of time students spend in attendance. Specific achievement information shall be available on transcripts to those who will assist the learner in his/her development in a post-secondary institution or career.

Each student successfully completing a prescribed high school program and other requirements outlined below shall, upon the recommendation of the high school principal and approval of the Board of Education, be presented a diploma certifying graduation. All students must complete twenty-eight (28) credits including the seventeen (17) credits of Specific Course Requirements. All students must take a minimum of four (4) periods of classes per trimester while Juniors and Seniors in an approved work experience or co-op program are to take a minimum of three (3) periods of classes per trimester. Only in special cases, after consultation with the counselor and approval of the high school principal, will students be allowed to take less than the normal load.

A student who has not met the above credit requirements may be eligible for a diploma if the student is enrolled in an approved alternative education program and has demonstrated a level of proficiency in English, social studies, mathematics, science, physical education and health education equivalent to the proficiency which a student would have attained if s/he had completed the credit requirements. Credits earned in other schools or educational programs shall be evaluated by the High School Principal in accordance with established District procedures.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

#### **Middle School Students Enrolled in High School Classes**

Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit, GPA, or class rank. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.

Students may be provided the option to retake the class when enrolled in high school for high school credit, GPA, and class rank.

#### **A. Specific High School Course Requirements:**

1. Four (4) credits of English

2. Three and a half (3.5) credits of Social Studies
3. Three (3) credits of Science
4. Four (4) credits of Mathematics
5. One and a half (1.5) credits of Physical Education – taken through district approved Physical Education curriculum
6. Half (.5) credits of Employability Skills
7. Half (.5) credits of Health
8. Ten and a half ~~Eleven (10.511)~~ credits electives in Career and Technical Education, World Language, Fine Arts, and other courses.
9. Half (.5) credits of Personal Financial Literacy (Class of 2028 and beyond)

In order to be granted a high school diploma a student must successfully complete a civics assessment, ~~and have~~

A student graduating prior to 2028 must also have participated in curriculum related to financial literacy in accordance with State Statute.

#### B. One (1) Credit Courses:

All one-credit courses, except those specifically marked otherwise, must be taken for the equivalent of two (2) trimesters. A student dropping a one (1) -credit course at the end of one trimester will receive one-half (.5) credit for the trimester work completed.

#### C. Retaking Classes:

Classes may be retaken for credit. However, a class, when retaken, cannot be counted toward graduation requirement unless the grade for the class the first time it was taken was a failure. All classes retaken will appear on the student's transcript. However, the most recent grade will be utilized in computing the student's grade point average.

#### D. Credit and Graduation Requirement Determination:

The High School Principal shall determine if a student has met all requirements for graduation. This includes an evaluation of courses taken at other schools and institutions and accommodations made for students with exceptional educational needs, interest or requirements.

#### E. Option for Meeting Physical Education Requirement:

Students may complete one-half (.5) credit in English, social studies, mathematics, or science in lieu of one-half credit (.5) of physical education when they participate in a WIAA-sanctioned sport as part of the District's athletic program. A required course or credit may not count for the one-half (.5) credit substitution course; the one-half (.5) credit substitution course must be in addition to the minimum graduation credit requirement for the English, social studies, mathematics, or science subject areas. Participation in the sport itself does not constitute a course and does not qualify for any high school graduation credit.

The following criteria must be met for participation in a sport to be eligible for substituting an English, social studies, mathematics, or science course for one-half (.5) credit of physical education:

1. The student must be an athlete who is eligible to compete for the entire season.
2. The student must not have had any violation of the Co-Curricular Code resulting in a suspension of one (1) or more competitions during the sport season.
3. The student must not have been out for more than two (2) weeks for injury or illness during the sport season.
4. The student must submit to the Principal confirmation of regular attendance at practices and participation in competitions.

5. The student must participate in the sport for the entire season

### **Courses Taken at Other Institutions**

Courses taken at other institutions or schools must have the prior approval of the high school principal to be granted credit at New Glarus High School. This prior approval stipulation applies only to students enrolled in the New Glarus School District and not to transfer students. Transfer students' records will be evaluated by the High School Principal upon the student's acceptance into New Glarus High School and the student and his/her parents/guardians will be informed of the remaining credits necessary to meet graduation requirements.

The decision of the High School Principal may be appealed to the District Administrator within ten (10) calendar days of the above notification. Appeals to the Board of Education must be made within ten (10) days of the notification of the District Administrator's decision.

### **Graduation Activities and Ceremony**

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

### **Policy Reporting and Review**

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal.

Wis. Admin. Code PI 18 - PI 5

Revised 4/10/18

Revised 10/14/19

Revised 9/28/20

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115.28, 118.30, 118.33, Wis. Stats.





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of ACADEMIC HONESTY
Code	po5505
Status	Full Board Review
Adopted	April 22, 2024

### 5505 – ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty **expectations** erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student **learns the skills being taught and** is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in **all its forms any manner**.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work **or the original work of a group of students for group projects**. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results **from that are the product of an (AI) artificial intelligence platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment** (~~See Policy 7540.08 – Artificial Intelligence (AI)~~);
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else **or using technology** when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others **for academic gain or advantage**;
- L. intentionally accessing another's work for the purpose **of** presenting it as one's own;

M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.

N. distributing or receiving questions from quizzes, tests, assessments, etc.

### **Use of Artificial Intelligence/Natural Language Processing Tools For School Work**

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Policy 7540.08 - Artificial Intelligence (AI))

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Faculty Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy at the high school level will result in additional disciplinary consequences, up to and including suspension and expulsion.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the District Administrator whose decision shall be final.

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118.01, 118.164, 120.12, Wis. Stats.





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of SUSPENSION AND EXPULSION
Code	po5610
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	April 22, 2024

## 5610 - **SUSPENSION AND EXPULSION**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. **Exclusionary discipline is appropriate to address serious misconduct or when alternatives, such as in-school discipline or restorative practices, have been ineffective to address a student's repeated refusal or neglect to obey school rules.**

### **SUSPENSION**

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

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

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

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

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of ~~the~~ student records. The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with an administrator, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record shall be removed if the **designated** administrator finds that the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. The administrator shall make a finding within fifteen (15) days of the conference.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or

to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

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

## **EXPULSION**

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

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

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

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

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

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

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

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

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that

is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

Revised 10/9/17

T.C. 6/6/23

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

- o. PO5610.03 - (New) Alternatives to Expulsion and Re-Entry Plans

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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of New Policy - Vol. 33, No. 2, May 2024 - ALTERNATIVES TO EXPULSION AND RE-ENTRY PLANS
Code	po5610.03
Status	Full Board Review

### **New Policy - Vol. 33, No. 2**

#### **5610.03 - ALTERNATIVES TO EXPULSION AND RE-ENTRY PLANS**

##### **Pre-Expulsion Conference**

In lieu of taking certain disciplinary cases to an expulsion hearing before the Board, the District Administrator, or designee, may conduct a pre-expulsion conference with the student and parent. The meeting will be scheduled during the student's initial suspension. Participation in this process to avoid an expulsion hearing is voluntary. If the student and the parent of a minor student refuse to participate, the District Administrator may instead move forward with the expulsion hearing.

Disciplinary cases that may be taken to a pre-expulsion conference include the following:

- A. being under the influence, or in possession of alcohol as a first-time offender while on school premises, while in any Board-owned or contracted vehicle, or at school-sponsored activities;
- B. being under the influence, or in possession of small amounts of marijuana or any other illegal drug as a first-time offender while on school premises, while in any Board-owned or contracted vehicle, or at school-sponsored activities;
- C. being in the possession of drug paraphernalia (as defined by local, State, and Federal statutes) as a first-time offender while on school premises, while in any Board-owned or contracted vehicle, or at school-sponsored activities;
- D. repeated refusal to obey Board Policy or school rules;
- E. other conduct that meets the criteria for potential expulsion, but which the administration believes is appropriately addressed through a pre-expulsion process and appropriate re-entry plan.

Conduct specified above may still, at the discretion of the District Administrator, be referred to the Board for an expulsion hearing without providing for the option of pre-expulsion procedures described in this policy.

If a pre-expulsion conference is held, the conference shall be scheduled by the administration for the purpose of exchanging facts related to the incident, ensuring the rights of the student and parent, making a decision concerning the incident, and establishing a re-entry plan for the student in lieu of expulsion. ~~The pre-expulsion conference, conducted by the District Administrator, will include the following:~~

- ~~A. a presentation by the building administrator outlining the school rule violations and evidence supporting the allegations;~~
- ~~B. an opportunity for the student and/or parent to present testimony on their behalf;~~
- ~~C. a review of the stipulations of the facts of the incident;~~

- D. ~~a discussion to determine the willingness on the part of the student and parent to accept a voluntary opportunity to avoid expulsion; and~~
- E. ~~an agreement by the student and parent, if the student is less than eighteen (18) years of age, to complete a re-entry plan.~~

### Re-entry Plan

For any student who participates in this expulsion alternative process, the District Administrator, in collaboration with appropriate administrators and professional staff, shall create a plan for the student for re-entry to school. The plan shall be designed to address behavioral concerns involved in the circumstances and to provide support to the student to mitigate the likelihood of similar conduct recurring. The plan may include the following requirements:

- A. require the student to undertake an alcohol or other drug assessment that must include a urine drug screen, a comprehensive drug/alcohol history, a review of specific adverse consequences resulting from use, full student and parent cooperation with the Board, including the release of information regarding this assessment to the building principal. The student/parent will assume full cost of this drug assessment and subsequent treatment, if recommended;
- B. demonstrate compliance with alcohol and other drug assessment recommendations;
- C. attend an alcohol or other drug class at the expense of the student and or parent;
- D. submit to mandatory, unannounced drug screens as requested by the Principal with the student/parent assuming the cost and presenting the evidence of the screen to the Principal;
- E. participation in mentorship programs;
- F. participation in extra-curricular activity;
- G. participation in community service;
- H. participation in appropriate counseling (ex. anger management/conflict resolution);
- I. restitution;
- J. attendance of all classes;
- K. following all school rules;
- L. restrictions on hall pass and/or parking lot privileges;
- M. refrain from engaging in similar behavior for the remainder of the student's enrollment in the District; and/or
- N. other provisions specific to the student that are designed to achieve the purpose of the plan.

The conditions and timeframe for these conditions will be included in the plan of re-entry. The student and parent of a minor student will be required to sign the plan at the pre-expulsion conference, signifying their willingness to agree to the stipulations and conditions of the agreement.

If at any time during re-entry period, the parent and/or student choose not to fully participate with all aspects the re-entry plan, as presented in the pre-expulsion meeting conference, the District Administrator may proceed with an expulsion hearing before the Board. The Board will issue an expulsion hearing notice extending the student's suspension not to exceed a total of fifteen (15) school days as permitted by Wisconsin law.

Any record of the pre-expulsion conference and conditions will be expunged from the student's behavior record if the student does not violate the conditions of the entry plan during the specified time of re-entry. Should there be a records request from another district before the end of the re-entry period, the record of the pre-expulsion conference and re-entry plan and conditions will be included in the behavior record.

### Students with Disabilities

A manifestation determination review will be conducted in accordance with Board Policy 5605 - Suspension/Expulsion of Students with Disabilities before offering and implementing a re-entry plan in accordance with the Individuals with

Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504).

If a student with a disability and parent(s) choose not to avail themselves of the option outlined in the re-entry plan, the Board will proceed with the expulsion process, in accordance with procedures laid out in IDEA and Board Policy 5605 - Suspension/Expulsion of Students with Disabilities.

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120.13(1)(e), Wis. Stats.





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of SEARCH AND SEIZURE
Code	po5771
Status	Full Board Review
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Last Revised	June 26, 2023

#### 5771 - **SEARCH AND SEIZURE**

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

##### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principal to provide students with written notice of this policy at least annually and that routine inspections be done at the discretion of the Principal of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, Police Officer, and Dean of Students.

##### **Student Person and Possessions**

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies an admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school resource officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the

student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Except as provided below (Use of Dogs), a request for the search of a student or a student's possessions will be directed to the Principal or an available Administrator. The Administrator shall attempt to obtain the freely-offered, consent, in writing if possible, of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the search may be conducted without such consent. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the administrator conducting the search. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. Whenever feasible, the Administrator may secure the assistance of law enforcement in conducting searches.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

### Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator an Administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator Administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator an Administrator may proceed with the search. An administrator Administrator may contact a law enforcement agency for assistance in conducting a search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal. The Principal shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, they may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

### Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The the presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.;
- B. The the dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.;
- C. The the dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Administration shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be

conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

Revised 10/9/17

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Legal

- 118.32, Wis. Stats.
- 118.325 Wis. Stats.
- 118.45, Wis. Stats.
- 948.50, Wis. Stats.
- Wisconsin Const. Art. 1 Section 11
- U.S. Constitution, 4th Amendment





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of ASSISTIVE TECHNOLOGY AND SERVICES
Code	po7540.05
Status	Full Board Review
Adopted	March 13, 2017

#### 7540.05 - **ASSISTIVE TECHNOLOGY AND SERVICES**

Students with disabilities have special challenges and may need assistive technology in order to more fully participate in their classrooms, homes, communities and workplaces. Through the use of assistive technology and services these students will have the opportunity to become more independent and self-reliant.

Each IEP team must include in their deliberations consideration of whether the use of assistive technology devices and services to aid students with disabilities is appropriate for each specific student. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology devices and services when deemed necessary.

Students having special needs but not requiring a formal IEP or 504 Plan according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered for assistive technology devices and/or services.

"Assistive technology device" means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

"Assistive technology service" means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices. Assistive technology services include:

- A. the evaluation of needs including a functional evaluation, in the child's customary environment;
- B. purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices;
- C. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;
- D. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- E. training or technical assistance for a child with disabilities, or where appropriate that child's family;
- F. training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers or other(s) who provide services to employ, or are otherwise, substantially involved in the major life functions of that child.

The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.

communication or recording function disabled, except as provided for in the student's IEP.

The Board designates the District Administrator and the Director of Special Education as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of assistive technology and services in the District.

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Legal

20 U.S.C. 1401

Individuals with Disabilities Education Act (IDEA), as amended

Section 504 Rehabilitation Act of 1973

Assistive Technology Act (P.L. 105 – 394) 1998





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of FOOD SERVICES
Code	po8500
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	April 22, 2024

#### 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~~ **United States Department of Agriculture (USDA) School Breakfast Program.**

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** school meal pattern requirements ~~of the United States Department of Agriculture (USDA)~~ and the USDA's 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 **provided and** 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 USDA and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA's Smart Snacks in School nutrition guidelines.

**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 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.**

**The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.**

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

## Dietary Modifications

### Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>) or upon request to the District's Food Service Director.

~~Substitutions to the standard meal requirements shall be made, at no additional charge, for students who have received, from a health care provider with prescriptive authority in the State of Wisconsin, medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b.~~

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a ~~medical condition~~ disability that restricts the student's diet, ~~in accordance with the criteria set forth in 7 C.F.R. Part 15b.~~ The School District will honor the request for the remainder of the school year. Within ten (10) school days after receiving the initial request, a health care provider with prescriptive authority in the State of Wisconsin must submit medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. ~~The substitutions may be discontinued until such medical certification is received upon receipt of the required documentation from a State authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.~~

~~The medical certification must identify:~~

- A. ~~the student's disability and the major life activity affected by the disability;~~
- B. ~~an explanation of why the disability affects the student's diet; and~~
- C. ~~the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g.,~~

~~caloric modifications or use of liquid nutritive formula).~~

### **Disability Accommodation Grievance Procedure**

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the District's Compliance Coordinator and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed the decision may be appealed to the District Administrator whose decision is final.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

### **IMPLEMENTATION AND DISCONTINUATION**

#### **Review**

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

#### **Implementation**

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

#### **Notification**

~~Parents will be notified of clarifications needed or approval of a special dietary request.~~

#### **Student Absence**

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, contact the Food Service Director or Special Dietary Accommodation Coordinator by 9:00 a.m. the same day.

#### **Renewing A Special Dietary Request**

An authorized Medical Statement does not need to be updated annually. However, the Food Service Director or Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

#### **Discontinuation of a Special Dietary Request**

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Food Service Director or Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authority's recommendation provided with the Medical Statement for Special Dietary Needs.

~~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.~~

### **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.

Guidelines will be developed by the District Administrator regarding delinquent lunch accounts and the threshold for alternate meals.

The operation and supervision of the food-service program shall be the responsibility of the Business Manager. 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 Business Manager. Any surplus funds from the National School Lunch Program shall be used in a manner permitted by law to support the operation and improvement of the school meal program(s) through allowable expenditures as determined by the Business Manager. 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. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA 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 a food service account. A student may be allowed to accumulate a negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances.

Students that are receiving free or reduced-price meals will be permitted to purchase a USDA-approved meal if the student has the necessary funds with him/her to purchase the meal, regardless of whether the student has a negative account balance.

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. A student shall not be permitted to purchase a la carte items once their account balance reaches -\$50.

If a student has a negative lunch account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative lunch account balance.

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 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 – Competitive Food Sales. 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 – Vending Machines.

The District Administrator will require that the food-service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food-service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. E-mail:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Revised 6/26/17  
Revised 10/8/18  
Revised 2/1/21  
Revised 10/22/21  
T.C. 12/5/22

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, 93.49, 115.34 -115.345, 120.10(16), 120.13(10), Wis. Stats.

7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245

42 U.S.C. Chapter 13





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of WELLNESS
Code	po8510
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	April 22, 2024

## 8510 - **WELLNESS**

As required by law, the Board of Education **for the New Glarus School District** establishes the following wellness policy ~~for the New Glarus School District as a part of a comprehensive wellness initiative.~~

### **Policy Preamble**

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health ~~and reducing childhood obesity~~;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school-based activities.

### **Wellness Policy Leadership**

The designated official for oversight of the wellness policy is the Director of Student Services. The official shall convene the Wellness Committee and lead the review, updating, and evaluation of the policy. The Wellness Committee shall convene at least one time during the school year to establish goals and oversee school health policies and programs, including development, implementation, and periodic review and update ~~of~~ this Wellness Policy.

**Public Involvement** - The District Administrator, or designee, shall obtain the input of District stakeholders, to include collaborators to participate in the development, implementation, and periodic review and update of the policy. The collaborators may include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, medical/health care professionals, and other school administrators in the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The wellness committee shall be an administrative committee with members recruited and appointed by the District Administrator. The District Administrator shall be responsible for accomplishing the following:

- A. assess the current environment in each of the District's schools;
- B. measure the implementation of the District's wellness policy in each of the District's schools;
- C. review the District's current wellness policy;
- D. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

**Fundraising** - The District adheres to the Wisconsin Department of Public Instruction fund-raiser exemption policy and allows two (2) exempt fund-raisers per student organization per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

- A. Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.
- B. The District adheres to the Wisconsin Department of Public Instruction fund-raiser exemption policy and allows two (2) exempt fund-raisers per student organization per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

**Marketing** - Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

**Nutrition Education** - Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.

**Physical Activity** - The District shall provide students with age and grade-appropriate opportunities to engage in physical activity. All students in grades 7-12 shall have the opportunity to participate in interscholastic sports programs.

**Physical Education** - A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

~~Other School-Based Strategies for Wellness~~ **Activities That Promote School Wellness** - As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle. Additionally, the district will implement optional wellness activities for staff.

**Staff Wellness** - The District will promote healthy eating, physical activity, and general wellness among school staff.

**Nutrition Promotion** - The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events. The school shall provide attractive, clean environments in which the students eat.

### **School Meals Programs**

The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

- A. In accordance with Policy 8500 - ~~Food Service~~, ~~entitled Food Service~~, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.

#### **Foods sold outside of the school meals program:**

- A. All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>. <https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>.
- B. The District allows up to ~~two exempt fundraisers per school per year~~ **two (2) exempt fundraisers per student organization per school per year**. All other fundraisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day

#### **Foods Provided but Not Sold**

The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members. **Non-food celebrations will be promoted and a list of ideas is available.**

**Monitoring and Evaluation** - ~~A review of this policy shall occur no less than once every three (3) years using a procedure developed and implemented by the District Administrator. The District shall notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The District will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy, progress towards meeting policy goals, and how the policy compares to a model policy, as established by the USDA. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement. The results of the triennial assessment will be made available to the public.~~

**Public Notice/Update/Inform the Public** - ~~The District will inform and update the public about the content of and any updates to the policy through the District website and Board meetings. The District Administrator shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.~~

**Record Retention** - The District Administrator shall require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy.

#### **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 (including gender status, change of sex, sexual orientation, or gender identity), 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](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:~~



t. PO8531 - Free and Reduced-Price Meals

84



Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	September 25, 2023

#### 8531 - FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance. The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student, as well as free milk for qualifying students.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's (DPI) administration of the School Nutrition Programs.

The Board designates the District Administrator to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall at least annually at least once annually close to the beginning of the school year notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school. The notice shall contain all information required by State and Federal regulation.

Any student identified as homeless, a foster child, a runaway, a migrant, or who is enrolled in Head Start shall be considered eligible for free meals and free milk.

Students receiving free or reduced meals or milk shall not be subjected to any of the following actions related to their receipt of meal service:

- A. the District shall not publish or otherwise publicize names of children receiving free or reduced meals or milk;
- B. the District's meal service will not use special tokens or tickets that identify students as receiving free or reduced meals or milk;
- C. no student shall be required to work or perform any service in order to receive food service;
- D. students receiving free or reduced price meal service shall not be required to use a separate line or separate eating area, nor shall they be required to receive meals at a different time based on eligibility for the free or reduced program;
- E. all students shall have the same choices for meals and milk regardless of whether the student is paying full price or receiving free or reduced meal service benefits.

The District Administrator shall regularly evaluate the free and reduced lunch program to determine whether the District or school may qualify for special assistance certification or Community Eligibility Provision (CEP) to reduce the paperwork burden on families qualifying for free and reduced meals. Any schools identified as CEP eligible shall be notified.

## Nondiscrimination Statement

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. E-mail:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Revised 6/26/17  
Revised 2/1/21  
T.C. 6/6/23

115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.

42 U.S.C. 1771 et seq.

7 C.F.R. Part 245

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Legal 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.  
42 U.S.C. 1771 et seq.  
7 C.F.R. Part 245





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of VENDING MACHINES
Code	po8540
Status	Full Board Review
Adopted	March 13, 2017

### 8540 - VENDING MACHINES

The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied:-

- A. No food or beverages are to be sold or distributed which will compete with the District's food-service program.
- B. Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules.

### Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or

3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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42 U.S.C. 1779





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of COMPETITIVE FOOD SALES
Code	po8550
Status	Full Board Review
Adopted	March 13, 2017

### 8550 - **COMPETITIVE FOOD SALES**

The food-service program will comply with the provisions set forth in Federal law regarding sale of competitive food and foods of minimal nutritional value.

The food-service program shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board's policies ~~and guideline~~. Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Title 7 C.F.R. 210.11





Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of TRANSPORTATION
Code	po8600
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	June 26, 2023

## 8600 - **TRANSPORTATION**

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 - **Bus Service Contract** for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 - **Bus Service Contract** shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

### **Nonroutine Use of School Buses**

The Board of Education will not permit the school buses owned or leased by this District to be used for purposes other than school-related use.

### **Surveillance on School Buses**

The Board authorizes the District Administrator to install and operate video and audio surveillance on District buses to enhance student safety and well-being.

### **District-Owned Vehicles Used for Transporting Students**



x. PO8601 - Controlled Substance and Alcohol Policy for  
Employees That Transport Students



Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of Renum./Revised Policy - Vol. 33, No. 2, May 2024 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
Code	po8601
Status	Full Board Review

### **Renum./Revised Policy - Vol. 33, No. 2**

#### **41628601 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS**

##### **Purpose**

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, must be mentally and physically alert at all times while on duty. In addition, the Board recognizes that a drug-free and alcohol-free school and work environment is vital to workplace and school safety and to the quality of the District's educational services.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board expects all Driversdrivers to comply with Board Policy 3122.01/Policy 4122.01 on Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Driversdrivers should be free of any influence of alcohol or controlled substancesubstances while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Driversdrivers.

##### **Covered Employees**

This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty. The policy also applies to other staff members who drive students in District vehicles or inspect, service, or condition District vehicles. The District views these as "safety-sensitive" functions.

##### **Definitions**

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, and/or phencyclidine (PCP).

- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for

prescribed purposes, in a prescribed manner, or in the prescribed quantity.

- D. The term *safety-sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- E. The term *Driver* means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.
- F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

## Procedures

The District Administrator shall establish a drug and alcohol testing program whereby each driver is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations:

- A. prior to employment (Controlled Substances only);
- B. reasonable suspicion;
- C. upon return to duty after any alcohol or drug rehabilitation;
- D. after any accident, whenever the District determines that an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property, the District may require the employee to be tested for drugs or alcohol, or both;

In addition, Department of Transportation regulations require that drivers submit to post-accident testing for drugs and alcohol under the following circumstances:

1. When the driver is involved in an accident involving the loss of a human life, regardless of who was at fault; or
  2. When the driver is involved in an accident in which s/he is issued a citation for a moving traffic violation, and the accident involves an injury to any person who, as a result of the injury, immediately receives medical treatment away from the accident scene, or involves disabling damage (i.e., must be towed away or cannot be driven from the accident scene) to any vehicle.
- E. on a random basis; and
  - F. on a follow-up basis.

**Any staff member who tests positive as defined in the guidelines shall be:**

- A. immediately prohibited from driving any District vehicle or conducting a safety-sensitive function;
- B. provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;
- C. subject to discipline, up to and including discharge, in accordance with District guidelines.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completed any required treatment program, and passed a retest.

Prior to the beginning of the testing program, the District shall provide a training for all employees, including Drivers and their supervisors about:

- A. the dangers and adverse effects of drug and alcohol use;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 3122.01/Policy 4122.01 - Drug-Free Workplace and Policy 3161/Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty;
- D. the sanctions that may be imposed for violations of Policy 3122.01/Policy 4122.01 - Drug-Free Workplace.

The District Administrator shall arrange for periodic retraining of supervisors and staff members as necessary. The District Administrator shall provide a copy of this policy and testing guidelines to all Drivers and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The District Administrator shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples;
- B. clear and consistent communication with the District's Medical Review Officer (MRO);
- C. methodology and procedures for conducting random tests for controlled substances and alcohol;
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments.

The District Administrator shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

#### **Return-to-Duty (Safety Sensitive Positions)**

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.

Subject to any legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the District Administrator.

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49 C.F.R. 382.101 et seq.

y.	PO8640 - (Rescind) Transportation for Field and Other District-Sponsored Trips	100
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Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640 rescind
Status	Full Board Review
Adopted	March 13, 2017

#### ~~8640 — TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS~~

~~It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.~~

~~The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the District Administrator.~~

~~Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.~~

~~All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.~~

~~All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.~~

~~District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.~~

~~No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.~~

Legal 121.54(7), Wis. Stats.

z. PO8651 - (Rescind) Nonroutine Use of School Buses

102



Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of NONROUTINE USE OF SCHOOL BUSES
Code	po8651 rescind
Status	Full Board Review
Adopted	March 13, 2017

**~~8651 — NONROUTINE USE OF SCHOOL BUSES~~**

~~The Board of Education will not permit the school buses owned or leased by this District to be used for purposes other than school-related use.~~

Legal                      120.13(27), Wis. Stats.

aa. PO8660 - Transportation By Private Vehicle

104



Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of TRANSPORTATION BY PRIVATE VEHICLE
Code	po8660
Status	Full Board Review
Adopted	March 13, 2017
Last Revised	April 11, 2022

8660 -

#### **TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS**

When the Board provides transportation for District-sponsored activities or District-sponsored trips, students are expected to use such transportation for the duration of the activity or trip.

Transportation by private vehicle for District-sponsored activities or trips can only occur when the District's procedures for notification are followed and authorization for private vehicle transportation is issued. Otherwise, the Board does not allow the transportation of students in a private vehicle for District-sponsored activities or trips unless authorized by the District Administrator.

The Board authorizes the transportation by a private vehicle of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator unless emergency permission to use a larger capacity vehicle is obtained in writing from the Wisconsin Department of Transportation.

Any transportation of students in a private vehicle must be approved in advance and in writing by the Principal.

The parent of a 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 an employee of this Board, an approved volunteer, and the holder of a currently valid license to operate a motor vehicle in the State of Wisconsin, and is at least twenty-one (21) years of age. An approved driver must also 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 only if that person is the holder of automobile liability and personal injury insurance in the amount required 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 the 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/principal.

Revised 9/9/19

Revised 2/1/21

T.C. 4/11/22

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Legal

121.52, 121.53, Wis. Stats.

- 2. District Policy Update
  - a. PO2105 - Mission, Vision and Beliefs of the New Glarus School District 107



Book	Policy Manual
Section	Policies Ready for Full Board
Title	Copy of MISSION, VISION, AND BELIEFS OF THE NEW GLARUS SCHOOL DISTRICT
Code	po2105
Status	Full Board Review
Adopted	March 13, 2017

## 2105 - MISSION, VISION, AND **CORE VALUES** BELIEFS OF THE NEW GLARUS SCHOOL DISTRICT

### ***All Achieving, Always Growing!***

#### **Vision**

To be a leader in 4K-12 education and prepare all students for future success

**CULTURE** *that is respectful, creative, and continuously improving*

**LEADERSHIP** *that is collaborative, accountable for student learning, and fiscally responsible*

**INSTRUCTION** *that is rigorous, engaging and effectively uses data*

**FACILITIES** *that are technologically progressive and that foster academic and emotional growth*

**STUDENTS** *who are all achieving, always growing, good communicators and problem solvers*

**Mission** – The mission of the New Glarus School District is... *Educating each student to contribute and succeed in our global community by fostering a passion for learning and the pursuit of excellence*

#### **Core Values:**

- We will recruit and retain high-quality staff
- We will provide a safe learning environment
- We will create a culture that is respectful and values diversity
- We will develop students of good character who are strong and engaged citizens
- We will develop practical, life skills of students, which includes the ability to be flexible and adapt to change
- We will develop students who have strong academic skills, can think critically and creatively, and can communicate effectively
- We will provide instruction that is rigorous, engaging and effectively uses data
- We will partner with families and the community in the education of our students
- We will provide leadership that is collaborative, responsible for student learning, and fiscally responsible
- We will take responsibility to prevent student failure and ensure student growth

#### **Beliefs** – Our key beliefs are...

- We believe in modeling and teaching the qualities of **good character** so every student grows intellectually, socially, and emotionally*
- We believe in developing students who are strong and **engaged citizens***
- We believe students learn best when **engaged, challenged, and respected***

- D. We believe in developing **practical, life skills** of students as well as academic skills
- E. We believe in providing a **safe** learning environment
- F. We believe in developing students who can **think critically** and speak and write effectively
- G. We believe in **involving families** and the **community** in the education of our students



# NEW GLARUS SCHOOL DISTRICT ACADEMIC AND CAREER PLANNING

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2024-2025 School Year

## NGSD Strategic Goal #1

1. Increase the percent of students who are college, career, and life-ready by developing the whole learner.

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# ACADEMIC AND CAREER PLANNING (ACP)

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# ACP- ACADEMIC AND CAREER PLANNING

Academic and Career Planning is:

- a student driven vision of personal future goals
- based on deep understanding and reflection of strengths and interests
- connecting goals to college and career exploration and planning
- supported by meaningful adult relationships
- making informed choices for post-secondary transitions to adulthood

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\*We are already doing a lot of this - ACP systematizes our efforts and ensures every student is having these opportunities and conversations every year throughout their education.



# WHY ACP?

- Wisconsin DPI Goal:
  - All students in Wisconsin graduate from High School academically prepared for college and/or career.
- Required for ALL Wisconsin School Districts

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## ACP in Wisconsin

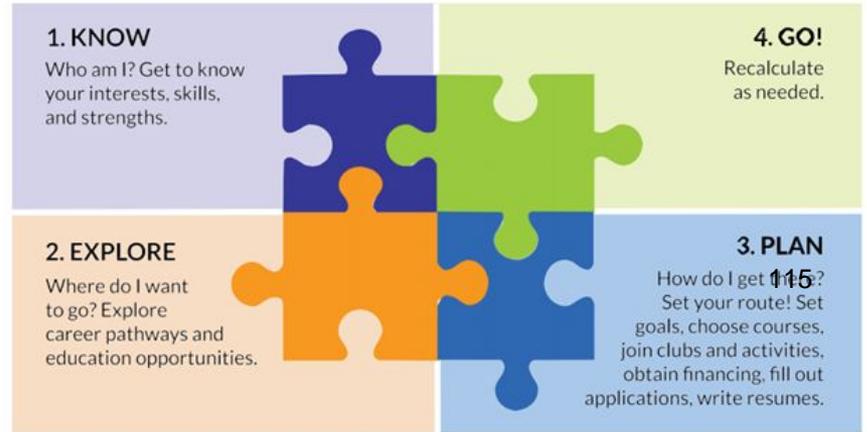
Implementing Academic and Career Planning



# THE ACP MODEL

## 4 stages

- **KNOW** - Self Awareness
- **EXPLORE** - Future Exploration
- **PLAN** - Future Planning
- **GO** - Do it!



# ACP MODEL (CONTINUED)

## KNOW - Self Awareness

- These are the self-assessments done with students: talents, skills, learning styles, interest inventories, etc.
- Individual reflection and goal-setting

## EXPLORE - Future Exploration

- Utilizing Xello to explore various career, college, and future options and investigating pathways

## PLAN - Future Planning

- Connecting MS and HS activities (Xello), Dual credit opportunities, engaging themselves in business and industry, taking their learning beyond the four walls of the classroom for realistic experiences

## GO - Do it!

- A plan for the future and steps on how to get there (manage and update resume/activities regularly, modify personal goals, modify career/postsecondary goals, etc.)



# ACP COMPONENTS

Self-Awareness Activities KNOW			Exploration Activities EXPLORE		Career Planning Activities PLAN		Management Activities GO
Writing Personal Reflections	Identifying Strengths	Identifying Needs	Career Interest Inventories	Setting Career Goals	Resume Builder	Cover Letters	Modify Academic Goals as Necessary
Setting Personal Goals	Reviewing Goals	Revising Goals	Career Cluster Exploration	Career Pathway Exploration	Investigate Post-Secondary Options	Campus Visits & Reflections	Modify Intentional Sequence of Courses as Necessary
Ability Profiler	Learning Style Assessment	Personality Assessment	Creation of Program of Study	Job Fair Participant & Reflection	Applications to Post-Secondary Options	Leadership Opportunities	Modify Personal Goals as Necessary
Academic Preparation			CTSO Participant & Reflection	Career Research	Personal Financial Literacy Concepts	Financial Plan	Modify Career Goals as Necessary
Graduation Requirements	Virtual Courses	AP or Advanced Courses	Interviews of Career Experts	Career Research Paper	Complete FAFSA Form	Scholarship Info	Update Regularly/ Quarterly
Elective Courses	CTE Courses	Dual Enrollment/ YO/CO	Job Shadowing	Work-based Learning	Gather Letters of Recommendation	Mock Interviews & Reflections	
International Baccalaureate Programs	Extra/Co-Curricular Involvement	Career Academics	Internship or Externship	Youth Apprenticeship	Choosing a Post-Secondary Option	Decision-Making Reflection	
Project Lead the Way	Industry or Technical Certifications	STEM	Service Learning Projects	Work Experience	Academic Planning Activities		
ASVAB	Forward ASPIRE ACT/ SAT Compass Accuplacer	WorkKeys	Volunteering	Labor Market Considerations	Setting Academic Goals	Intentional Sequence of Courses	On Track for Graduation



# NEW GLARUS SCHOOL DISTRICT'S ACP DELIVERY PLAN

- 6th, 7th and 8th Grade - Xello and Career Exploration Lessons (4 Per Year)
- Freshmen - College and Career Readiness Course- ½ credit
- Sophomores - Employability Skills Program Course- ½ credit
- Juniors - Junior Meetings; End of Year Meetings, ACT Prep Opportunity.
- Seniors - Service Learning- ½ credit

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# MIDDLE SCHOOL

- 6th Grade-
  - Interests
  - School Subjects at Work
  - Decision-Making
  - Time Management
- 7th Grade
  - Explore Learning Styles
  - Discover Learning Pathways
  - Biases and Career Choices
  - Jobs and Employers
- 8th Grade
  - Skills
  - Explore Career Matches
  - Transition To High School
  - Self-Advocacy
  - Future Quest



# HIGH SCHOOL

## 9th Grade

- Personality Styles
- Exploring Career Factors
- Getting Experience
- Study Skills and Habits
- College Visit

## 10th Grade

- Work Values
- Careers and Lifestyle Costs
- Workplace Skills and Attitudes
- Program Prospects
- College Visit
- Job Fair

## 11th Grade

- College/Training Fair (WEF)
- Junior Meetings
- Update Goals and Resume
- ACT Prep Course

## 12th Grade

- Completion of Service Learning Project



# Youth Apprenticeship

## Eleven Youth Apprenticeship Pathways:

1. Agriculture, Food and Natural Resources
2. Architecture and Construction (2 Students)
3. Arts, AV Technology and Communications
4. Finance
5. Health Science (1 student)
6. Hospitality, Tourism and Lodging (1 Student)
7. Information Technology
8. Manufacturing (1 Student)
9. Marketing
10. Science, Technology, Engineering and Math (STEM)
11. Transportation, Distribution and Logistics (2 Students)

First Year Youth Apprentice - 450 hours work

Second Year Youth Apprentice - 900 hours work

## Benefits for YA:

- Gain valuable experience
- Earn paycheck
- End up with certificate from state
- Released from school hours
- Helps to solidify career choice
- Teaches “Soft Skills”

NOT AN ADDITION...  
IN CONJUNCTION!

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# ACADEMIC AND CAREER PLANNING OPPORTUNITIES FOR GROWTH

- Stronger Relevance
  - MS has team of staff members that are working to bring more relevance to the work
    - Guest speakers
    - Opportunities to learn about different careers
- Certifications
  - Continuing to review opportunities for students to earn certifications as they move through MS to HS
    - Measuring, knife skills, etc.
- Continuing to look for opportunities for our students to have workplace experience.

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# QUESTIONS?

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Thank you!





Disch Trucking & Excavating LLC  
W5422 Cnty C  
Monticello, WI 53570  
608/558-8374

New Glarus School District  
1701 2nd Street  
New Glarus, WI

2025-2027 snow season

October 20, 2024

Snow will be removed from the area included in the walk around with Larry McGowan prior to 7:00 a.m. each time of a new snowfall of a 1/2" or more. The cost will be \$120.00/hr and taking approximately 3 to 4 hrs to complete depending on snowfall amount. Salting will be done as needed for icy conditions for an additional cost. The Certificate of Insurance will be sent separately if required.

Equipment available to aid in snow removal:

End Loader w/ 10' pusher

2 speed skid loader with snow blower (if needed)

2 speed skid loader with 10' blade

Pick-up with 9' blade

End loader (if needed for snow haul away) \$120 /hr

Dump trucks (if needed to haul away snow) (\$120/hr)

Respectively Submitted by:

Dave Disch





From: **Kristen Funk** <[kristen.funk@ngsd.k12.wi.us](mailto:kristen.funk@ngsd.k12.wi.us)>

Date: Tue, Nov 12, 2024 at 7:47 PM

Subject: resignation

To: Laura Eicher <[laura.eicher@ngsd.k12.wi.us](mailto:laura.eicher@ngsd.k12.wi.us)>, Jen Talarczyk  
<[jen.talarczyk@ngsd.k12.wi.us](mailto:jen.talarczyk@ngsd.k12.wi.us)>

Here is my resignation. I'm giving two weeks notice.

Thank you

Kristen Funk

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

From: **Gary Beutler** <[gary.beutler@ngsd.k12.wi.us](mailto:gary.beutler@ngsd.k12.wi.us)>

Date: Wed, Nov 13, 2024 at 1:08 PM

Subject: Golf Coach

To: Mitchell Cernek <[mitchell.cernek@ngsd.k12.wi.us](mailto:mitchell.cernek@ngsd.k12.wi.us)>

Mitch,

I met with Jon today to let him know that I am stepping down as the assistant golf coach. It wasn't an easy decision, but I think it is best for me and for the program at this time. Let me know if you need something in writing other than this email or if you have any questions. Thanks for everything you do to support the golf program.

--

Gary Beutler

New Glarus Elementary School

K-5 Physical Education Teacher

Assistant Golf Coach

Assistant Boys Basketball Coach

(608) 527-2410 ext. 1143



**New Hire Board Approval  
11/18/2024**

**Name:** Rychia Bosman  
**Position:** Middle School Track Coach  
**Percentage of employment:** varies  
**Term of employment:** 2025 Spring Season  
**Pay rate:** per schedule

- VII. **DISCUSSION ITEMS**
  - A. Primary School Updates
  - B. Board Election Calendar

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## 2025 Spring Election Information

- Spring Election for School Board is Tuesday, April 1, 2025
- 2 Incumbents are up for election
  - Bill Oemichen
  - Ron Roesslein
- Declaration of Candidacy and Campaign Finance Forms can be completed and turned in beginning December 2<sup>nd</sup>, 2024.
- Final date to turn in paperwork to be on ballot is January 7, 2025.
- Incumbents not running for office must submit a Notification of Non-Candidacy by December 27<sup>th</sup>, 2024 at 5:00pm.



# **GUIDE FOR CANDIDATES**

**2025 Spring Election Edition**

(Published October 2024)

**WISCONSIN ASSOCIATION  
OF SCHOOL BOARDS**

The WASB Guide for Candidates is designed to provide general information and commentary as a service to WASB members based on state law and agency guidance as they existed at the time of publication. It should not be relied upon as legal advice. If legal advice is needed, the services of the school district's designated legal counsel should be obtained.

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WISCONSIN ASSOCIATION OF  
SCHOOL BOARDS, INC.

122 W. Washington Avenue, Suite 400

Madison, WI 53703

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WASB.org

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# SCHOOL BOARD MEMBER ELECTION DATES

**Clerks Publish the “Type A” Notice of Election (this notice identifies the school board seats that will be contested in the district at the Spring Election and includes other information about the election and candidacy process) —**

- The fourth Tuesday in November (November 26, 2024)

**Deadline for Candidates to File to Appear on the Spring Election Ballot —**

- The standard deadline for declaring candidacy is 5 p.m. on the first Tuesday in January (January 7, 2025).

In order to be eligible to appear on the official ballot at the Spring Election, a candidate needs to file a declaration of candidacy and a campaign finance registration statement with the filing office identified in the district’s Notice of Election by no later than the applicable deadline.

In some school districts, candidates must also file nomination papers with a sufficient number of signatures in order to qualify for the ballot.

- Nomination papers *may not* be circulated or filed prior to Dec. 1, 2024.

The appropriate forms can be obtained from the websites of the Wisconsin Elections Commission and the Wisconsin Ethics Commission (select “Form” in “Document Type”), or from the school district’s main administrative office.

**Spring Primary (if a primary election is needed) —**

- Third Tuesday in February (February 18, 2025)

**Spring Election —**

- First Tuesday in April (April 1, 2025)

**WASB New School Board Member Gatherings —**

- Held regionally around the state, usually in mid to late April. Please refer to the schedule on WASB.org once it is available.

**Persons Elected (or Re-Elected) to the School Board at the Spring Election Must Take and File the Official Oath of Office —**

- On or before the fourth Monday in April (no later than April 28, 2025)

**Persons Elected (or Re-Elected) to the School Board Take Office —**

- Fourth Monday in April (April 28, 2025)

*NOTICE: This pamphlet provides general information and is not intended as legal advice. The dates shown on this page reflect the standard dates established in state law as of the date of publication, but certain exceptions can sometimes apply. Please monitor WASB.org and other WASB communications for any changes, updates, or corrections to the information presented herein.*



## A MESSAGE FROM THE WASB PRESIDENT

Congratulations! You have made the important decision to run for your local board of education. Whatever the outcome of your election, your community is grateful that you made the decision to step up and get involved to make your local school district even better.

Wisconsin has 421 public school districts, each one governed by locally elected school board members. Their job is to make the policy decisions that will provide all of their students with the best education possible and to hire, supervise, and evaluate the superintendent. There are numerous state and federal laws that must be observed, and many of them need community decision makers to fine-tune the requirements to fulfill the spirit of the law, as well as the letter, for each district. Working with superintendents, administrators, and teachers, school board members go about building effective educational systems to benefit their students and their communities.

As a community member, you have always had the opportunity to voice your thoughts, concerns, goals and desires to enhance your school district. As an elected board member, you have the added responsibility to be involved in the full decision-making process. Working with the other members of your board, you will have the responsibility of approving policy for administration and staff to follow, evaluating the superintendent, setting annual budgets, and advocating for your students and your district.

As a member of the Wisconsin Association of School Boards, your district has the opportunity to utilize the many tools developed by the WASB to follow good governance guidelines including webinars, workshops, conferences, and the annual State Education Convention held every January.

Best wishes to you in your election journey, and thank you for stepping up to make your local district a great one.

A handwritten signature in black ink, appearing to be 'Mike Humke'. The signature is stylized with a large, looping initial 'M' and a long, sweeping underline that extends to the right.

Mike Humke, WASB President  
Dodgenville



## ADVOCATES FOR CHILDREN

School boards and school board members are uniquely positioned to be advocates for children and to make student learning and student achievement the center of their work.

A member of a school board is entrusted with one of the most important responsibilities that can be assigned to any citizen—that of helping to direct the education of the youth of his or her community.

In no other country is there local responsibility for and authority in education comparable to the American school board. This local responsibility and authority—local control—varies in degree from state to state, but it assures that public schools are flexible and responsive to community needs and values.

Wisconsin school board members are the elected representatives of their districts and set policy for the education of the district's children.

In Wisconsin, nearly 2,800 school board members are making decisions affecting more than 800,000 children enrolled in the public schools of the 421 districts in the state. These board members, as individuals, generally have no more power or authority than any other citizen in the district. It is only when these individuals are meeting collectively as a board that they can legally make decisions affecting the district.

Board members in Wisconsin must go through an established procedure to gain election to the school board. This brochure describes general requirements. Your district administrator or school district clerk will tell you the specific requirements for your district.

Thank you for your interest in becoming a school board member!

Daniel M. Rossmiller, Executive Director  
Wisconsin Association of School Boards

# QUALITIES OF A SCHOOL BOARD MEMBER

There are many qualifications and qualities that experienced school board members have indicated are important to school board membership. These include:

- A commitment to the belief that all children of the school district are entitled to have available to them a beneficial educational program.
- An open mind and readiness to learn.
- A willingness to attend seminars and workshops which can help them make intelligent decisions in school affairs.

[The first WASB events for newly elected school board members are the New School Board Member Gatherings held in mid to late April in 15 regions throughout the state to briefly review school board member responsibilities and introduce the new members to the services and information provided by the WASB.]

- A vision and an ability to understand changes in our society.
- The ability to act with other school board members to advance the best interests of the school district.
- The capability to articulate the philosophy and goals of the school and to listen carefully to the criticisms offered by people with differing views.
- A willingness to invest the hours that will be necessary to faithfully discharge their duties.
- Freedom from conflicts of interest.



# WHAT DOES THE SCHOOL BOARD DO?

School boards lead and govern the schools and educational programs of our local public school districts. That leadership role is performed as part of a team that includes the district administrator (also sometimes called the superintendent). The leadership team, in turn, operates within a unique framework of authority, duties, and powers that is established by a variety of state and federal laws and that is supplemented by local policy decisions.

There are several different types of public school districts in Wisconsin, including K-12 common school districts, K-8 common school districts, union high school districts, unified school districts, and the Milwaukee Public Schools. While the different types of school districts and their boards share many general characteristics, there are also some differences in the specific powers and responsibilities that are assigned to them. All school districts and school boards are alike, however, in that student learning and student achievement constitute the centerpiece of their mission.

## *Major Responsibilities:*

**STUDENT ACHIEVEMENT:** The school board adopts academic standards for pupils and establishes expectations for education in the district. The school board monitors student achievement and exercises general supervision over the schools.

**POLICYMAKING:** Policymaking covers the broad range of goals, expectations, rules and regulations that school boards enact, alter or repeal. Board policies are the basis of school district operations. It is through policy-making that the board acts, directing the district administrator and staff regarding district priorities. To have a well-organized school system, the board needs a sound philosophy of education as a basis for policymaking.

**BOARD-ADMINISTRATOR RELATIONS:** Research has shown that the board-administrator relationship is central to the success of the district. Effective board members are aware of the differences between their role and that of school administrators. In essence, the school board determines *what* needs to happen and the district administrator and staff determine *how* to make it happen. The school board sets its goals and operational policies and expects the district administrator to carry them out. Although the board should refrain from becoming involved in the day-to-day operation of the schools, it should follow up on the administration and operation of the schools and require periodic reports for purposes of evaluation.

**EVALUATION:** Evaluation is a continuous function that applies to policies, people and programs. Regular evaluation of all facets of school operations uncovers areas of success and opportunities in the school system and establishes a basis for future action.

**BUDGET RESPONSIBILITY:** Nothing conveys what is important to a school board more than the budget it adopts. The board uses public input to align resources with the school system's vision and goals. After that, the board supervises the execution of the budget, reviews school district accounts and business procedures and provides for an annual audit of the accounts as required by law.

**COMMUNICATING WITH THE PUBLIC:** There are times when school board members need to take the story of the district's success to the public, building support of public education. At other times, listening becomes the key communication strategy, to understand the values and concerns of the community, so that appropriate priorities can be established. Effective board members utilize both types of communication strategies to build support and establish relationships with their stakeholders.

**ADVOCACY:** The board serves as the key advocate in the community for students and their schools—encouraging progress, energizing systemic change and dealing with children as whole persons in a diversified society. In addition, effective school board members engage with state and federal policy makers to ensure that those policymakers understand the impact of legislative action taken at those levels of government.

More detailed information on the role, rights and duties of a school board member in Wisconsin is available from a variety of sources through the WASB.

**TIME COMMITMENT:** A regular term of office for a school board member is 3 years. School boards are required to hold a regular board meeting at least once each month at a time and place determined by the school board, according to sections 120.11(1) and 120.43(2) of the state statutes. School boards may choose to have more than one regular board meeting each month as a matter of local policy or by any decision of the board. Aside from the meetings that are approved or scheduled by a policy or other decision of the school board, state law also establishes procedures for calling additional, special meetings of the board.

# QUESTIONS AND ANSWERS

## ***Q. What are the legal qualifications for being a school board member?***

A board member must be an eligible elector of the school district. According to the Wisconsin Elections Commission, in order to qualify for placement on the ballot as a candidate in a school board election, a person must:

- (a) Be a citizen of the United States;
- (b) Be 18 years of age or older;
- (c) Have no disqualifying prior criminal convictions; and
- (d) Be a resident of the school district for at least 28 consecutive days at the time of filing a declaration of candidacy.

In some school districts, school board members are elected to numbered seats, to designated and apportioned election districts, or according to a plan of apportionment of board seats among the cities, towns and villages in the district. Where a plan of apportionment is in place, the person elected to an apportioned seat must reside in the designated geographic area at the time he or she takes the oath of office. In all school board elections other than in Milwaukee and Racine, each board member is ultimately elected by the votes of the electors of the entire school district.

## ***Q. What are some potential conflicts of interest to consider before filing a declaration of candidacy?***

There are at least three different potential conflict of interest situations that a candidate should consider before filing his or her declaration of candidacy:

*Private interest in public contracts:* School board members are prohibited by a felony criminal statute from having private, pecuniary interests, either direct or indirect, in school district contracts that involve aggregate receipts or disbursements by the school district of more than \$15,000 in any year. Some limited exceptions to this prohibition are enumerated in the statutes. Significantly, abstaining from participation in particular board discussions and board votes does not always resolve this type of conflict. For example, bidding on certain school district contracts in one's private capacity while simultaneously holding office as a school board member can, by itself, trigger criminal liability under this statute. (see s. 946.13)

*Code of Ethics:* The Code of Ethics for Local Government Officials prohibits local public officials (including school board members) from engaging in specified conduct that might otherwise involve a conflict of interest, the improper use of a public position for personal gain, or other divided loyalties. For example, a local public official may neither (1) use his or her office to obtain financial gain or anything of substantial value for private benefit for himself or herself, or his or her immediate family, or for an organization with which he or she is associated; nor (2) take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest. (see s. 19.59)

It should be noted that the Wisconsin Ethics Commission and its predecessors (the former Government Accountability Board and former State Ethics Board) have consistently interpreted the phrase “anything of substantial value” to mean anything of more than nominal, token, or inconsequential value in light of the totality of the circumstances. Although the Ethics Commission has not identified a specific figure, previous opinions suggest that anything worth more than several dollars may be suspect.

Further, the Code of Ethics does not define “substantial financial interest” and fails to contain a safe harbor like the \$15,000 annual threshold found in s. 946.13 mentioned above. Thus, unlike s. 946.13, it is likely that financial interests in matters involving far less than \$15,000 will trigger the application of the Code. Finally, whereas s. 946.13 restricts an individual’s conduct in both the person’s private and public capacities, as it deals with private interest in public contracts, the Code of Ethics is primarily concerned with actions that a local public official takes in his or her public (i.e., official) capacity.

*Incompatibility of Office:* The common law doctrine of incompatibility of office is generally understood to prohibit a school board member from being simultaneously employed by the same school district where he or she is on the school board, and it may restrict school board members from serving the district in other capacities as well (e.g., in certain volunteer roles (exceptions may apply under section 120.20)). Opinions of the Wisconsin Attorney General and the former State Ethics Board suggest that holding even a relatively minor employment position (e.g., substitute teaching) can give rise to incompatibility concerns.

Before seeking a school board seat, a potential school board candidate who already holds some other public office should also determine if there may be a legal incompatibility between the currently held office and the office of school board member.

***Q. What are the election procedures for the office of school board member?***

In Wisconsin school districts, school board members are elected in April in connection with the spring election of various municipal and judicial officers. A regular term of office for a school board member is 3 years.

In common, union high and unified school districts, candidates who wish to appear on the election ballot must file a campaign finance registration statement, a declaration of candidacy, and, if required, nomination papers, with the school district clerk on or before 5 p.m. on the first Tuesday in January (or on the next day if Tuesday is a holiday). This deadline may be extended by 72 hours where an incumbent, without giving prior written notification of noncandidacy, fails to file as a candidate for re-election. (If this extension applies, the board clerk will give public notice of the 72-hour filing extension.)

If required, nomination papers may not be circulated for signatures or filed before December 1. Staff in the office of the district administrator (superintendent) should be able to identify whether candidates in the district are required to solicit and file nomination signatures, as well as how many signatures are required.

Notwithstanding the final January deadline for filing the forms that qualify a candidate to appear on the ballot, a candidate must also separately comply with the campaign finance registration requirement by no later than the time that he or she becomes a “candidate” as that term is defined by the campaign finance laws in Chapter 11 of the Wisconsin statutes. A person can become a “candidate” under Chapter 11 *prior to* the January ballot-access deadline.

The candidate(s) who are elected to the school board at the spring election must take and file the official, written oath of office *on or before* the 4th Monday in April. The oath of office does *not* have to be administered at or in connection with a school board meeting. Failure to take and file the oath by the deadline gives rise to a vacancy. The term of office begins on the 4th Monday in April.

***Q. What are some of the basic campaign finance requirements for candidates?***

As mentioned above, the campaign finance laws found in Chapter 11 of the Wisconsin statutes include the requirement that every person who meets the definition of a “candidate” must file a campaign finance registration statement with the school district clerk. Each candidate registers as a “candidate committee.” Requirements for designating a candidate committee treasurer and a depository (checking account) for campaign funds are also set out in Chapter 11.

While every school board candidate (defined to also include every actively serving school board member) must be registered, a candidate may claim an exemption from filing periodic financial reports. If a candidate declares on his or her current registration statement that he or she does not anticipate accepting contributions, making disbursements, or incurring obligations in an aggregate (i.e., combined total) amount exceeding \$2,500 in a calendar year, and if he or she does not actually exceed that dollar threshold, then the candidate’s committee is exempt from filing periodic financial reports. The reporting exemption does *not* encompass what is known as a termination report. See s. 11.0104 or visit the Ethics Commission website for more information ([ethics.wi.gov](http://ethics.wi.gov)).

Notwithstanding the \$2,500 aggregate threshold for claiming the reporting exemption, *all* candidates and their committees (including those who have claimed the reporting exemption) must adhere to the general limits that apply to contributions from specific sources, as further specified in Chapter 11. In addition, it is very important for candidate committees to understand that claiming the exemption from filing reports does *not* relieve the candidate and his or her candidate committee from other obligations imposed by the campaign finance laws. For example, *all* candidates and their committees must (1) track and keep adequate records of all receipts and disbursements, (2) include appropriate “paid for by” attribution statements on applicable campaign materials, and (3) eventually file a termination report at the appropriate time.

For guidance on anonymous contributions, view Guideline ETH-1304.

***Q. What happens to election committees after the election?***

Nonincumbent candidates that lost the election may wish to terminate their committee by filing the appropriate paperwork. Committees for candidates winning the election must remain active and cannot be terminated until the board term ends. Candidates that do not terminate their candidate committees must file periodic finance reports unless they qualify for the exemption from filing.

***Q. Do school board members get paid for their service?***

In common and union high school districts, the annual meeting of district electors may vote annual salaries for board members or an amount for each school board meeting that the board member actually attends.

In unified school districts, each school board member may be paid an annual salary or an amount fixed by the school board for each school board meeting the member actually attends. In the Milwaukee Public Schools, the members of the board of school directors are paid an annual salary in an amount set by the board.

School board members may refuse their salary by giving timely written notice. For more information, see s. 119.13 (Milwaukee), s. 120.45 (unified school districts), and s. 120.07 (common and union high school districts).

***Q. Are school board members protected from civil suits?***

The laws of Wisconsin provide some protection for school board members and other public officials who become involved in a legal action in their official capacity. The protection comes in the form of limited immunity from certain suits, and in the form of a right to be indemnified by the school district in certain other civil suits. School districts generally maintain liability insurance policies that help the district meet its obligations to indemnify its officers.

However, school board members are not entirely immune from or indemnified for all possible personal liability. For example, there can be personal liability when a court or jury determines that a board member's conduct caused harm to another person and was also outside the scope of his or her duties as a board member, as might be the case with certain intentional and/or criminal acts. For instance, personal liability may arise from a board member's violation of the Wisconsin Open Meetings Law and from other failures to perform legally mandated duties. Some violations of the law by public officials constitute criminal offenses.

***Q. How are vacancies on school boards filled?***

Vacancies in school board offices in common, union high and unified school districts are generally filled by appointment by the remaining members within 60 days of the actual vacancy. Such appointees hold office until a successor is elected and takes office. Although the exact process to be followed varies by the timing of the vacancy, it is often the case that a partial (or "unexpired") term of either one or two years that is connected to a vacancy will appear on the ballot at the spring election, in order to replace the board's appointee with a duly elected board member. A vacancy on the board of school directors in the Milwaukee Public Schools is filled by a special election.





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- C. Board Self-Evaluation
- VIII. **ANNOUNCEMENTS**
- IX. **FUTURE AGENDA ITEMS**
- X. **FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS**
  - A. December 16, 2024 - Discussion & Regular School Board Meeting - 7:15 p.m.
  - B. January 13, 2025 - Discussion & Regular Board Meeting - 7:15 p.m.
- XI. **ADJOURN**

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLED PERSON TO BE ABLE TO ATTEND THIS MEETING.