

AGENDA

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

MONDAY, JUNE 9, 2025

**HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183 JOIN ZOOM MEETING USING
LINK**

**HTTPS://US02WEB.ZOOM.US/J/81464955052?PWD=FVGTAWJ5TAYRKABYNQA9
HVUMASCEXH.1 BY PHONE USING 1-646-568-7788 MEETING ID 814 6495 5052 &**

PASSWORD 849295

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**
- 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, May19, 2025

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 Ron Roesslein.
Motion carried 7-0.

INTRODUCTIONS –PRESENTATIONS

HS Marketing Class – Partnership With the Community

Students from Mrs. Speth’s Marketing Class shared some examples of the partnerships they have created within our community.

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

COMMITTEE UPDATES

POLICY, COMMUNICATION & ADVOCACY; Met. Reviewed the Act 20 policy, the revised Edgar policies, and policy PO5330.

HANDBOOK AND PERSONNEL; Did not meet.

BUDGET: Met. Reviewed the proposed Food Service Budget for 2025-26, and Student Fees for 2025-26.

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

FACILITIES, TRANSPORTATION, AND TECHNOLOGY: Met. Reviewed the proposed MS locker renovations, and the proposed renovations to the maintenance garage.

DISCUSSION AND POSSIBLE ACTION ITEMS

A. LEADERSHIP AND SUSTAINABILITY TEAM STIPENDS FOR 2025-26

The Board reviewed the proposed revisions to the Leadership and Sustainability Team Stipends for 2025-26.

Motion by Handbook & Personnel Committee Chair, Ron Roesslein to approve the Leadership and Sustainability Team Stipends for 2025-26 as presented. Motion carried 7-0.

B. CAPITAL MAINTENANCE PROJECT FOR 2025-26: BUS LEAN-TO

The Board reviewed the Bus Lean-to Capital Maintenance Project for 2025-26.

Motion by Facilities, Transportation & Technology Committee Chair, Ron Roesslein to approve the Bus Lean-to Capital Maintenance Project for 2025-26 as presented . Motion carried 7-0.

C. FOOD SERVICE BUDGET FOR 2025-26

The Board reviewed the proposed Food Service Budget for 2025-26.

Motion by Budget Committee Chair, Travis Zimmerman to approve the Food Service Budget for 2025-26 as presented. Motion carried 7-0.

D. FEES FOR 2025-26

The Board reviewed the student fees for 2025-26.

Motion by Budget Committee Chair, Travis Zimmerman to approve the student fees for 2025-26 as presented. Motion carried 7-0.

E. HIGH SCHOOL STUDENT HANDBOOK FOR 2025-26

Due to a technical issue with the tracked changes the Board will review the High School Student Handbook for 2025-26 at the June 9th board meeting.

F. MIDDLE SCHOOL STUDENT HANDBOOK FOR 2025-26

The Board reviewed the Middle School Handbook for 2025-26.

Motion by Travis Zimmerman to approve the Middle School Student Handbook for 2025-26 as presented. Second by Heather Thornton. Motion carried 7-0.

G. ELEMENTARY SCHOOL STUDENT HANDBOOK FOR 2025-26

The Board reviewed the Elementary School Student Handbook for 2025-26

Motion by Travis Zimmerman to approve the Elementary School Student Handbook as presented. Second by Ron Roesslein. Motion carried 7-0.

H. OPEN ENROLLMENT APPLICATIONS FOR 2025-26

The Board reviewed the Open Enrollment Applications for 2025-26.

Motion by Ron Roesslein to approve the Open Enrollment Applications for 2025-26. Second by Casey McCoy. Motion carried 7-0.

I. RESIGNATIONS

The Board reviewed the resignation of Bri Nytes as Student Services Administrative Assistant.

Motion by Travis Zimmerman to accept the resignation of Bri Nytes as Student Services Administrative Assistant as presented. Second by Ron Roesslein. Motion carried 7-0.

J. NEW HIRES

The Administration recommended the hiring of Ava Krause as Educational Interventionist.

Motion by Heather Thornton to approve the hiring of Ava Krause as presented. Second by Ron Roesslein. Motion carried 7-0.

The Administration recommended the hiring of Katelyn Kalina as Early Childhood/Special Education Teacher.

Motion by Travis Zimmerman to approve the hiring of Katelyn Kalina as Early Childhood/Special Education Teacher as presented. Second by Cassie Ballweg. Motion carried 7-0.

The Administration recommended the hiring of Ashley Shunk as 4K Teaching Assistant.

Motion by Ron Roesslein to approve the hiring of Ashley Shunk as 4K Teaching Assistant as presented. Second by Heather Thornton. Motion carried 7-0.

The Administration recommended the hiring of Kari Morrison as Counselor/Therapist 50%.

Motion by Travis Zimmerman to approve the hiring of Kari Morrison as Counselor/Therapist 50% as presented. Second by Ron Roesslein. Motion carried 7-0.

DISCUSSION ITEMS

A. DANE COUNTY SCHOOL GOVERNANCE CONSORTIUM MEETING ON MAY 7 – REPORT OUT FROM MEMBERS WHO ATTENDED

Board members who attended the Dane County School Governance Consortium meeting on May 7th reported to the Board about their experience attending the meeting.

ANNOUNCEMENTS

~None.

SCHOOL BOARD AND COMMITTEE MEETINGS.

- June 9, 2025 - Discussion and Regular Board Meeting - 7:15 p.m.
- June 23, 2025 - Discussion and Regular Board Meeting – 7:15 p.m.

ADJOURN

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

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

Budgetary Checks # 66982 - 66986, 67005 - 67041
Direct Deposits - 900037467 - 37617
EFT - EBC - #142
EFTPS - Wisconsin Retirement System - #329
EFT - Electronic Tax Payment System - # 561
EFT - Dept of Revenue - #890
EFT - WEA Tax Sheltered Annuity - #1062
EFT - EBC - #1216
EFT - DEAN HEALTH - #1518
EFT - DELTA DENTAL - #1718

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	<u>INVOICE</u>	
<u>NUMBER</u> <u>VENDOR</u>	<u>DATE</u>	<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
242500040 TAHER, INC.	06/03/2025	72717	MAY SERV	55,276.11
			Totals for 242500040	55,276.11
			Totals for checks	55,276.11

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
142	EMPLOYEE BENEFITS CO	05/15/2025	20250515AD	HSA EMPLOYEE CONTR	10,493.25
		05/15/2025	20250515AF	EMPLOYER CONTR	27,937.50
Totals for 142					38,430.75
329	WISCONSIN RETIREMENT	05/15/2025	20250515AD	Payroll accrual	44,951.37
		05/15/2025	20250515AF	Payroll accrual	44,951.37
Totals for 329					89,902.74
561	ELECTRONIC TAX FILIN	05/15/2025	20250515AD	Payroll accrual	6,816.00
		05/15/2025	20250515AD	Payroll accrual	9,583.16
		05/15/2025	20250515AD	Payroll accrual	42,677.76
		05/15/2025	20250515AD	Payroll accrual	40,976.07
		05/15/2025	20250515AF	Payroll accrual	9,583.16
		05/15/2025	20250515AF	Payroll accrual	40,976.07
Totals for 561					150,612.22
890	WI DEPARTMENT OF REV	05/15/2025	20250515AD	Payroll accrual	460.00
		05/15/2025	20250515AD	Payroll accrual	25,971.03
Totals for 890					26,431.03
1062	WEA TAX SHELTERED AN	05/15/2025	20250515AD	Payroll accrual	14,500.00
		05/15/2025	20250515AD	Payroll accrual	1,020.00
		05/15/2025	20250515AD	WEA ROTH \$	1,812.50
		05/15/2025	20250515AD	WEA ROTH %	1,669.38
		05/15/2025	20250515AF	Payroll accrual	1,833.38
Totals for 1062					20,835.26
1216	EMPLOYEE BENEFITS CO	05/15/2025	20250515AD	Payroll accrual	400.00
		05/15/2025	20250515AD	Payroll accrual	618.33
Totals for 1216					1,018.33
1518	DEAN HEALTH PLAN, IN	05/15/2025	05-15-25 a	Summer Accrual	-11,190.60
		05/15/2025	20250515AD	Payroll accrual	1,921.76
		05/15/2025	20250515AD	Payroll accrual	1,044.40
		05/15/2025	20250515AD	Payroll accrual	12,251.22
		05/15/2025	20250515AD	Payroll accrual	522.20
		05/15/2025	20250515AD	Payroll accrual	720.66
		05/15/2025	20250515AD	Payroll accrual	217.86
		05/15/2025	20250515AD	Payroll accrual	3,006.48
		05/15/2025	20250515AF	Payroll accrual	1,234.55
		05/15/2025	20250515AF	Payroll accrual	17,036.82
		05/15/2025	20250515AF	Payroll accrual	4,083.75
		05/15/2025	20250515AF	Payroll accrual	2,959.25
		05/15/2025	20250515AF	Payroll accrual	10,890.00
		05/15/2025	20250515AF	Payroll accrual	5,918.50
		05/15/2025	20250515AF	Payroll accrual	69,423.75
Totals for 1518					120,040.60
1718	DELTA DENTAL OF WISC	05/15/2025	05-15-2025	Summer Accrual	-1,023.61
		05/15/2025	20250515AD	Payroll accrual	112.56
		05/15/2025	20250515AD	Payroll accrual	1,212.50
		05/15/2025	20250515AD	Payroll accrual	32.16
		05/15/2025	20250515AD	Payroll accrual	145.50
		05/15/2025	20250515AD	Payroll accrual	16.08
		05/15/2025	20250515AD	Payroll accrual	291.00
		05/15/2025	20250515AD	Payroll accrual	291.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
1718	DELTA DENTAL OF WISC	05/15/2025	20250515AF	Payroll accrual	1,648.92
		05/15/2025	20250515AF	Payroll accrual	182.43
		05/15/2025	20250515AF	Payroll accrual	824.46
		05/15/2025	20250515AF	Payroll accrual	1,648.92
		05/15/2025	20250515AF	Payroll accrual	91.22
		05/15/2025	20250515AF	Payroll accrual	6,870.50
		05/15/2025	20250515AF	Payroll accrual	638.54
				Totals for 1718	12,982.18
66982	AFLAC WORLDWIDE HEAD	05/15/2025	20250515AD	Payroll accrual	36.38
				Totals for 66982	36.38
66983	MADISON NATIONAL LIF	05/15/2025	05-15-2025	Accrual Summer	-133.60
		05/15/2025	20250515AD	Payroll accrual	774.88
		05/15/2025	20250515AF	Payroll accrual	2,122.81
				Totals for 66983	2,764.09
66984	MINNESOTA MUTUAL LIF	05/15/2025	20250515AD	Payroll accrual	1,212.90
		05/15/2025	20250515AD	Payroll accrual	784.20
		05/15/2025	20250515AD	Payroll accrual	104.30
		05/15/2025	20250515AF	Payroll accrual	156.95
		05/15/2025	05-15-2025	Summer Accrual	-80.90
				Totals for 66984	2,177.45
66985	NEW GLARUS COMMUNITY	05/15/2025	20250515AD	Payroll accrual	185.00
				Totals for 66985	185.00
66986	UNITED WAY GREEN COU	05/15/2025	20250515AD	Payroll accrual	100.00
				Totals for 66986	100.00
67005	AUTO VALUE NEW GLARU	05/21/2025	709080900	maint supplies	22.99
		05/21/2025	709080934	bus supplies	14.29
				Totals for 67005	37.28
67006	BLUUM OF MINNESOTA,	05/21/2025	1040130	See estimate #366819 - Smartboard for new ES Library	4,366.39
				Totals for 67006	4,366.39
67007	ENGEN PLUMBING SERVI	05/21/2025	1643	toilet repair	125.00
				Totals for 67007	125.00
67008	MINERAL POINT VOLLEY	05/21/2025	July tourn	tournament fee	625.00
				Totals for 67008	625.00
67009	MONROE SCHOOL DISTRI	05/21/2025	011161	Boys hockey coop	3,270.15
				Totals for 67009	3,270.15
67010	O'BRIEN, JANE	05/21/2025	2024-25 YA	YA mileage	439.08
				Totals for 67010	439.08
67011	RHYME BUSINESS PRODU	05/21/2025	39226962	LEASE	889.00
				Totals for 67011	889.00
67012	ROBERT W BAIRD & CO	05/21/2025	PF-2501725	MINI WORKSHOPS	500.00
				Totals for 67012	500.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
67013	UNITED LABORATORIES	05/21/2025	435351	custodial supplies	724.44
				Totals for 67013	724.44
67014	DAWSON, JAMES	05/22/2025	05/22 V BB	ATHL OFFL	90.00
		05/22/2025	05/22 JVBB	ATHL OFFL	40.00
				Totals for 67014	130.00
67015	HALENA, TERRY	05/22/2025	05/22 V BB	ATHL OFFL	90.00
		05/22/2025	05/22 JV B	ATHL OFFL	40.00
				Totals for 67015	130.00
67016	AUTO VALUE NEW GLARU	05/28/2025	709079831	WIPERS	18.99
				Totals for 67016	18.99
67017	BILL DORAN COMPANY	05/28/2025	2182748	flowers	488.00
				Totals for 67017	488.00
67018	CHAMBERLAIN, CHARLES	05/28/2025	05/29 VBB	ATHL OFFL	109.54
				Totals for 67018	109.54
67019	GEORGE, TONY	05/28/2025	05/27 VBB	ATHL OFFL	90.00
				Totals for 67019	90.00
67020	GROSSE, THOMAS	05/28/2025	05/27 VBB	ATHL OFFL	90.00
				Totals for 67020	90.00
67021	MARTY, TAMMY	05/28/2025	MAY 2025	MILEAGE	91.00
				Totals for 67021	91.00
67022	MCHS OCCUPATIONAL HE	05/28/2025	3764-38399	DOT EXAM	44.00
				Totals for 67022	44.00
67023	MCMANNES, RICHARD	05/28/2025	05/29 VBB	ATHL OFFL	109.54
				Totals for 67023	109.54
67024	PRAIRIE du CHIEN HIG	05/28/2025	05/27 Golf	GOLF FEE	175.00
				Totals for 67024	175.00
67025	QUALITY CNA TRAINING	05/28/2025	QCNA1685	CNA TRAINING	725.00
				Totals for 67025	725.00
67026	TDS TELECOM	05/28/2025	May 2025	May serv	144.86
				Totals for 67026	144.86
67027	CURRICULUM ASSOCIATE	06/03/2025	90891954-1	I-READY READING MATERIALS	19,798.00
				Totals for 67027	19,798.00
67028	DODGE POINT COUNTRY	06/03/2025	WIAA SECTI	GOLF FEE	25.00
				Totals for 67028	25.00
67029	LIFELINE AUDIO VIDEO	06/03/2025	67257	TECH SUPPLIES	100.00
		06/03/2025	67177	SERVICE CALL	460.00
		06/03/2025	66870	MICROPHONE CABLE	52.00
				Totals for 67029	612.00
67030	MASTERS BUILDING SOL	06/03/2025	J024470	HVAC SERVICES	440.00

CHECK NUMBER	CHECK VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
				Totals for 67030	440.00
67031	MONSON SEPTIC & PORT	06/03/2025	I15010	APRIL/MAY SERV	500.00
				Totals for 67031	500.00
67032	SUMMER SKILLS	06/03/2025	219-25	SUMMER SKILLS BOOKS	2,622.00
				Totals for 67032	2,622.00
67033	SWISS HISTORICAL VIL	06/03/2025	May 2025	4th gr ft admission	252.00
				Totals for 67033	252.00
67034	US CELLULAR	06/03/2025	0729365134	MAY SERV	10.00
		06/03/2025	0731933983	MAY SERV	76.50
				Totals for 67034	86.50
67035	WE ENERGIES	06/03/2025	May 2025 G	MAY SERV	1,810.25
		06/03/2025	May 2025 H	MAY SERV	1,124.52
				Totals for 67035	2,934.77
67036	WI HEIGHTS SCHOOL DI	06/03/2025	GOLF 05/22	GOLF FEE	150.00
				Totals for 67036	150.00
67037	EDELWEISS CHALET COU	06/03/2025	GOLF 2025	GOLF & RANGE FEES GOLF INVITE	1,725.00
				Totals for 67037	1,725.00
67038	FITZSIMONS, CHRISTOP	06/03/2025	06/03 VBB	ATHL OFFL	94.63
				Totals for 67038	94.63
67039	NONN, MARCEL	06/03/2025	06/03 VBB	ATHL OFFL	94.63
				Totals for 67039	94.63
67040	NEW GLARUS POST OFFI	06/03/2025	BOX 37	ANNUAL RENEWAL	266.00
				Totals for 67040	266.00
67041	NEW GLARUS POST OFFI	06/04/2025	Box 7	ANNUAL RENEWAL	266.00
				Totals for 67041	266.00
				Totals for checks	508,704.83

3. Treasurer's Report
4. Staffing Report

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**STAFFING REPORT
JUNE 9, 2025**

HIRES / CHANGES	Employee Leaving Position	New Employee in Position	hours per day / % of empl	Term of Employment	Position

OPEN POSITIONS	Position	Term of Employment	hours per day / % of empl	Reason for opening
Support Staff	Transportation and Building Adm Asst	Year Round	8 hrs/day	Bri Nytes resignation (reorg of open position)
Support Staff	Bus Route Driver	2025-26 School year	am/pm routes	Renee Bergemann resignation
Support Staff	Special Education Asst	2025-26 School year	5 hrs/day	Renee Bergemann resignation
Support Staff	Education Assistant	2025-26 School year	5 hours/day	Kristen Funk resignation
Coach	HS Football Asst Coach	2025 Fall Season	varies	Chris Rear coaching resignation
Coach	MS Asst Cross Country Coach	2025 Fall Season	varies	Richard Bailey coaching resignation
Coach	MS Asst Volleyball Coach	2025 Fall Season	varies	Stephanie Zweifel coaching resignation
Coach	HS Boys Basketball Asst Coach	2025-26 Winter Season	varies	Jerald Tordoff retirement
Coach	HS Girls Basketball Asst Coach	2025-26 Winter Season	varies	Roumaine Holland coaching resignation
Coach	MS Track Coach	2026 Spring Season	varies	Sadie Einbeck coaching resignation

Donations 6.9.25

5/14/2025	NG Sports Boosters	Check	Senior Athletic Awards	\$813.45
5/21/2025	Community Foundations of Southern Wi	Check	Alphorn Concert Band/Pybricks for LEGOS/VEX Robotics/AED Storage Station/Flexible Seating	\$9,445.56
5/21/2025	New Glarus Enterprises (Culver's)	Check	8th Grade Trip	\$334.58

- 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. High School Student Handbook 2025-26

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NEW GLARUS HIGH SCHOOL



**STUDENT HANDBOOK
2025-2026**

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NEW GLARUS HIGH SCHOOL ~ www.ngsd.k12.wi.us ~ newglarushighschool.blogspot.com

U.S. News & World Report America's Best High Schools

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Introduction



The following pages comprise the ~~2024-2025~~2025-2026 Student Handbook. It is filled with information that is important for both students and parents.

It will also cover the rights of students and parents, student rules and regulations of our school, and a list of several forms, which must be reviewed and signed by the student and a parent or guardian.

Your school board and administrators have spent the past several years developing a strategic plan for the New Glarus School District. The results are a collaborative effort of community members, business people, educators, parents, and students. In this handbook you will find our mission statement.

As a school, our main focus will be academics and good citizenship. We want each of you to be able to make the best use of your time, your abilities, and the activities offered to you. Accepting your academic challenges and the responsibilities of good citizenship will help you participate successfully in school and in the future.

It is our hope that each of you will experience a rewarding school year.



Strategic Plan

New Glarus School District



Vision

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

Mission

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.

Strategic Goals

- 1) *Increase the percentage of students who are college, career, and life-ready by developing the whole learner.*
- 2) *Recruit and retain high quality staff and assist all staff as they continually improve and grow.*
- 3) *Provide high quality facilities that foster academic and emotional growth.*

*NEW GLARUS HIGH SCHOOL ~ www.ngsd.k12.wi.us ~ newglarushighschool.blogspot.com
U.S. News & World Report America's Best High Schools*

- 4) *Ensure equity so all students have equal access to high quality educational experiences.*



Welcome to New Glarus High School



Dear New Glarus High School Students and Families,

Welcome back to another exciting school year at New Glarus High School! We look forward to working with you this year. I encourage each of you to approach every opportunity with enthusiasm and dedication. Whether you are returning students or new members of our community, know that our dedicated staff is here to support and guide you every step of the way.

If you ever have questions, concerns or something you would like to discuss, please don't hesitate to reach out to me directly or drop by the high school office. Here is to a fantastic school year ahead!

Sincerely,

Jeff Worzella
High School Principal

The information in this handbook is the practice and procedures for daily activities of our staff and students at school. It is driven and directed by the Board of Education's policies. ([Link to Board Policy](#)). The purposes of the Board of Education's policies are as follows:

Policies affect daily activities in almost every walk of life. In a well-organized household, policies regulate family member responsibilities and rules of behavior. In an efficient company, policies outline business procedures and employee relations guidelines. In an effective school district, policies govern student activities and school operations. Since school governance is the responsibility of the Board of Education, policy-making is one of the Board's most important functions. Through policy, the Board sets the educational goals for the entire school system and provides directives for administrators and other staff to follow while working toward the district's goals.

(2001 WASB Changes and Challenges)

BOARD OF EDUCATION MEMBERS

Bill Oemichen	President
Ron Roesslein	Vice-President
Cari Ann Muggenburg	Clerk
Travis Zimmerman	Treasurer
Cassie Ballweg	Director
Casey McCoy	Director
Heather Thornton	Director

DIRECTORY

ASSISTANCE

High School, Middle School, Elementary School and District Offices 608-527-2410

The high school office is staffed from 7:00 a.m. – 4:00 p.m. Attendance calls may be left on the voicemail attendance line at the same number (608-527-2410, opt. 3, opt. 2).

FACULTY & ADMINISTRATION

Charles Anderson	Math
Kris Anderson	District Administrative Assistant
Tyler Bass	Industrial / Engineering
Matt Belknap	Middle/High School Spanish
Peter Bertling	Science
Rychia Bosman	Science
Sara Brenkman	Middle/High School Librarian
Mitchell Cernek	Dean of Students / Athletic Director
Cassidy Colby	Science
Dani Dahlman	HS Kitchen Manager
Rebecca Derke	Food Service Director
Amy Doefer	Middle/High School Band
Nita Duerst	HR Financials
Sadie Einbeck	Math
Jonathan Goodness	Physical Education
Jenny Huber	Special Education Aide
Dunnell Kendrick	Middle/High School Art
Rebecca Kuhl	English
Joanna Ledgerwood Walters	English
Ryan Lehman	MS/HS Family and Consumer Science
Angie Luick	Special Education
Don Malaise	Technology Coordinator
Tammy Marty	Business Manager
Kathryn McBride	Middle/High School Librarian
Larry McGowan	Director of Buildings and Grounds
Hanna Mielke	Middle/High School Agriculture
Shelley Molencamp	Special Education Aide
Kali Montgomery	9-12 Counselor
Mattisen Mullranin	HS Administrative Assistant
Angela O'Bel	Speech and Language
Jane O'Brien	Youth Apprenticeship Coordinator
Patrick Porwoll	English
Angie Rear	Data Specialist / District Registrar
Taylor Riley	Special Education Aide
Erin Russ	School Psychologist
Renee Setterstrom	Middle/High School Choir
Andrew Schulz	Middle/High School Band
Erin Speth	Middle/High School Business Education
Lexa Speth	Social Studies
Kerri Steinmann	Special Education
Jennifer Talarczyk	Director of Student Services
Kyland Taylor	History and Social Studies
Dr. Jennifer Thayer	District Administrator
Jerry Tordoff	History and Social Studies
Sam Weinbrenner	Special Education
Karen Wenger	Math

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<u>Mark Woelfel</u>	<u>History and Social Studies</u>
Jeff Worzella	High School Principal
Kayla Zimmerman	District Nurse
<u>Stephanie Zweifel</u>	<u>Special Education</u>
Emily Zuleger	Middle/High School German

ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student 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.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. 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 an artificial intelligence platform as one's own (→) (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 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;
- 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.

Faculty 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. Additionally, all stakeholders play a part in maintaining academic honesty by:

Teacher/Staff Responsibilities – Staff will

- Educate students during the first week of class as to what constitutes cheating and what is acceptable and unacceptable behavior.
- Reference the Academic Honesty Policy and reinforce it on a regular basis.
- Be vigilant in the supervision of all exams and alert to indications of cheating.
- Carefully proctor tests to prevent cheating.
- Secure grade book and marked documents so grades are private and confidential.
- Secure test answers/answer keys from student access.
- By precept and concept support these ethical commitments related to academic honesty.

Parent/Guardian Responsibilities – Parents/Guardians will

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- Communicate to their son/daughter the values of moral and ethical behavior.
- Refrain from placing undue pressure for high grades.
- Be aware of a student's need for a quiet time and a place for study.
- Support the student's efforts; but not edit, type, word process or in any other way do the work.
- Encourage the student's wise use of time.

Student Responsibilities – Students will

- Protect his/her own work, not lend or borrow homework.
- Use technology appropriately.
- Not look at another student's test or allow his/her test to be seen by another student.
- Not talk during a test or about the test until all classes have had a chance to take it.

Students who violate this policy are subject to disciplinary consequences. If the teacher concludes that academic dishonesty has occurred on a low-stakes, homework or formative assessment, a 0 will be assigned and such without a major referral. Such offenses will be documented as "minors" in Educlimber. If the teacher determines that academic dishonesty has occurred on a high-stakes, high point value, summative assessment or the student is repeatedly academically dishonest on low-stakes assessments, the following steps will be taken. The following are consequences for academic dishonesty:

First Offense

1. The teacher who observes the alleged dishonesty will address the individual student, preferably not in the presence of other students, to investigate the alleged academic dishonesty. The student will have an opportunity to present their perspective. If the staff member does not feel comfortable investigating, the principal may be a part of the conversation. The initial letter grade will be an "F" and issued for the assignment assessment in cases of verified academic dishonesty.
 - (a) ~~Homework – The student will complete and re-submit the assignment, which may be eligible for partial credit.~~
 - (b) ~~Test or Quiz Assessment~~ - The student will retake that test or quiz assessment, which may be eligible for partial credit.
 - (c) ~~Marking Period or Semester Exam – The student will retake that exam, which may be eligible for partial credit.~~
2. The teacher will contact the parent/guardian ~~by phone, make a documentation of the call.~~
3. The teacher will enter the Academic Dishonesty in Educlimber as a "major" incident.
4. The principal will follow up with the student and the parents.
5. For first offense, the student will be ineligible for front steps, Tier 2 lunch, ander RP (responsibility pass) privileges for a minimum of 3 weeks.

Commented [1]: Should homework stay in? What happens for homework?

Second Offense

1. ~~If the student is found to have a second academic dishonesty, then the following steps apply:~~
 - a- 1. The initial letter grade will be an "F" and issued for the assignment in cases of verified academic dishonesty.
 - b. ~~Homework – The student will complete and re-submit the assignment, which may be eligible for partial credit.~~

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~~c.a. Test or Quiz Assessment - The student will retake that test or quiz assessment, which may be eligible for partial credit.~~

~~d. Marking Period or Semester Exam - The student will retake that exam, which may be eligible for partial credit.~~

~~The teacher will contact the parent/guardian by phone, make a documentation of the call.~~

~~2. The teacher will enter the Academic Dishonesty in Educlimber as a "major" incident.~~

~~3. The teacher will submit the academic dishonesty as an incident in Educlimber. If it is the 2nd offense, it will be considered an office-discipline referral through the office.~~

~~4-3. _____ The student will be ineligible for National Honor Society membership for 18 months.~~

~~5-4. _____ The student will be ineligible for front steps, Tier 2 lunch, and/or RP privileges for a minimum of 6 weeks.~~

~~6-5. _____ The principal will follow up with the student and the parents.~~

Third Offense

1. If the student is found to have a third academic dishonesty, then the following steps apply:

(a) The initial letter grade will be an "F" and issued for the assignment in cases of verified academic dishonesty.

~~(b) Homework - The student will complete and re-submit the assignment, which may be eligible for partial credit.~~

~~(c) Test or Quiz Assessment - The student will retake that test or quiz, which may be eligible for partial credit.~~

~~(d) Marking Period or Semester Exam - The student will retake that exam, which may be eligible for partial credit.~~

~~2. The teacher will contact the parent/guardian by phone, make a documentation of the call.~~

~~3. The teacher will enter the Academic Dishonesty in Educlimber as a "major" n incident. The teacher will submit the academic dishonesty as an incident in Educlimber. If it is the 3rd offense, it will be considered an office-discipline referral through the office.~~

~~4-3. _____ The student will be ineligible for National Honor Society membership for 18 months.~~

~~5-4. _____ The student will be ineligible for front steps, Tier 2 lunch, and/or RP privileges for a minimum of one trimester.~~

~~6-5. _____ The principal will follow up with the student and the parents.~~

~~7-6. _____ The student will be ineligible for the position of valedictorian and ineligible for the title of honor student at graduation.~~

If there is a 4th academic dishonesty violation, the student will be ineligible for any scholarships controlled or sponsored by the district. Repeated violations of this policy at the high school level will result in additional disciplinary consequences, up to and including suspension and expulsion.

Under the Academic Dishonesty policy, students will have the opportunity to earn back levels of eligibility and erase any prior violation of this policy. If a student remains violation-free for eighteen (18) calendar months from the completion of their last penalty, their last violation will be removed from their Academic Dishonesty record.

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

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.

ADMINISTRATION

The administration reserves the right to issue consequences for acts of discipline not specifically stated herein. The administration also reserves the right to amend any provisions in this handbook. Any revisions will follow District guidelines and policies.

ADVISORS

~~9th Grade Mr. Belknap, Mr. Bass, Ms. Bosman, Ms. Einbeck, Ms. Zweifel, Ms. Wenger~~

~~10th Grade Mr. Anderson, Ms. Colby, Ms. Doefer, Ms. Mielke, Ms. Steinmann, Mr. Taylor~~

~~11th Grade Mr. Bertling, Mr. Goodness, Ms. Kendrick, Ms. Kuhl, Ms. (E) Speth, Mr. Weinbrenner~~

~~12th Grade Mr. Leihman, Porwoll, Ms. (L) Speth, Ms. Walters, Mr. Woelfel, Ms. Zuleger~~

~~9th Grade Mr. Bertling, Mr. Goodness, Mrs. Haight, Mrs. Kuhl, Mr. Weinbrenner, Mrs. Winters Hanson~~

~~10th Grade Mr. Burke, Mr. Porwoll, Ms. Speth, Mr. Tordoff, Mrs. Zuleger~~

~~11th Grade Mr. Belknap, Mr. Bass, Ms. Bosman, Ms. Einbeck, Mrs. Wenger~~

~~12th Grade Mr. Anderson, Ms. Doefer, Ms. Colby, Mr. Taylor, Ms. Mielke~~

ATTENDANCE

Good school attendance is one of the first essentials to success in school. All students, parents, and staff are required to observe the compulsory school attendance law (s. 118.15). The State Statutes, Green County Ordinances, and Village of New Glarus Ordinances require that you adhere to attendance and truancy laws.

Absence Procedures

No student may be absent from school without the school being informed in advance by a parent or guardian.

1. Unanticipated Absences

- (a) Parents/guardians should call the school on the morning (by noon) of an absence.

Circumstances classified as unanticipated absences are

- (i) Student Illness- Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days. If parents cannot provide an excuse when required, the absence will be considered unexcused.

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- (ii) An illness in the immediate family which requires the absence of the student because of family responsibilities.
- (iii) A death in the immediate family or funerals for close relatives.
- (iv) Quarantine as imposed by a public health officer.

2. Absences Excused by Advanced Notice

- (a) If a student needs to be absent from school, and his/her parents/guardians know in advance, the student is to obtain an anticipated absence form from the school office. The absence request must be made in writing in advance of the absence and provide sufficient time for the student to obtain coursework from all of his/her teachers. The student should take the form to each of his/her teachers for assignments and teacher approval. A student may be excused in writing for any reason by his/her parent or guardian prior to an absence for no more than a total of ten days in the school year. Examples of commonly requested absences are
- (i) Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/guardians are requested to make appointments during non-school hours.
 - (ii) Religious holidays.
 - (iii) Family trips that can only be taken during the normal school term.
 - (iv) A court appearance or other legal procedure which requires the attendance of the student.
 - (v) Students in grades 6-12 will be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

3. ~~Excused School-Related Absences~~

- ~~(a) If a student knows they are going to be absent in advance for a school-related function, they need to fill out an advanced make-up or blue sheet prior to the absence. Examples are~~
- ~~(i) Attendance at special events of educational value as approved by the Principal or his/her designee.~~
 - ~~(ii) Approved school activities during class time.~~
 - ~~(iii) In-school and out-of-school suspensions.~~
 - ~~(iv) Expulsion from school~~
 - ~~(v) Special circumstances that show good cause, which are approved in advance by the Principal or his/her designee.~~

Make-Up Work and Missed Assessments Exams

All work and exams missed due to an anticipated absence must be completed according to school guidelines. All work and exams missed due to an absence other than an anticipated absence must be made up upon return to school. A guideline to follow is if teachers provide work for students to complete during an absence, the first day of work must be submitted on the first day that the student returns, the second day on the second day of return and so forth. Teachers may extend the timelines to students who have special circumstances involved in the absence, and teachers may refer students for reteaching.

In addition

1. All work and ~~exams~~assessments, ~~including trimester exams~~ missed due to a school imposed suspension, shall be made up upon return to school with one day allowed for each day of suspension.
2. ~~Exams~~ Assessments given for absent or suspended students may be different from that given to students present for the test, but shall cover the same concepts and knowledge tested in the original test.

Assignments, ~~exams~~ assessments and projects missed during an unexcused absence may be made up. ~~Exams~~ Assessments and projects missed during an unexcused absence may be made up. Students must be prepared to turn in projects or take ~~exams~~ assessments on the day they return to school. Make up times will

be scheduled at the earliest convenience of the instructor. No student shall be denied credit in a course or subject solely because of his/her unexcused absences.

"Truancy" means any absence of part or all of a school day during which the school was not notified of the legal cause of such absence by the parent or guardian of the absent student. Truancy will be referred to law enforcement for issuance of a ticket. Habitual truancy (unexcused absences) will be referred to the County District Attorney's office, or local law enforcement. "Habitual truancy" is defined as being unexcused absent for part or all of five school days within a trimester.

Truancy Action

1. The Principal shall make the determinations of truant students under District Excused/Unexcused Policy and Procedures.
2. Parent/guardian notification of student truancy and review of Wisconsin requirements shall take place by phone or written contacts by the end of the second day after an unexcused absence.
3. Review of attendance obligations and responsibilities shall take place between student and designated attendance officer.
4. School officials will continue to monitor student attendance and explore schedule modification options, if appropriate.
5. Students who have unexcused absences may be disciplined by the Principal or school attendance officer. Discipline may be a referral to the Green County Truancy Program or the student may receive a citation

BELL SCHEDULE

1 st Hour	8:00-9:02 a.m.
2 nd Hour	9:05-10: 07
Breakfast	10:07-10:13 14 a.m. (breakfast break included)
3 rd Hour	10: 17 15 -11: 19 17 a.m.
4 th Hour	11: 23 20 -12: 25 22 p.m.
First Lunch Tier 2	12:25 24 -12: 53 52 p.m.
General Lunch	12:53 52 -1:19 p.m.
5 th Hour	1:22-2:25 p.m.
6 th Hour	2:28-3:30 p.m.

BULLYING PREVENTION AND PROCEDURES

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

Bullying and Harassment will not be tolerated in any form and all necessary steps will be taken to eliminate bullying and harassment, including suspension or expulsion of students.

Definition of Bullying

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Definition of Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any characteristic protected by Federal or State civil rights that:

- Places a student in reasonable fear of harm to his/her property
- Has the effect of substantially interfering with a student's educational performance, opportunities or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school

Harassment also includes "hate speech"- the use of language, behavior, or images/symbols that express prejudice against a particular group on the basis of any protected characteristics.

Anti-Harassment Compliance Officers

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

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Director of Instruction
Dr. Jeff Eichelkraut
1701 2nd Street
New Glarus, WI 53574
608-527-2410

Director of Student Services
Jennifer Talarczyk
1701 2nd Street
New Glarus, WI 53574
608-527-2410

Director of Human Resources
Nita Duerst
1701 2nd Street
New Glarus, WI 53574
608-527-2410

Reporting and Complaints of Harassing Conduct

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

Complaint Procedure

A Complainant or person subject to harassment may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the Compliance Officer, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding

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

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

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

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

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

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

Generally, wWithin two (2) days of receiving the complaint, the Compliance Officer will initiate an investigation by at a minimum confirming receipt of the complaint with the complainant and informing the complainant of the investigation process.

Generally, wWithin five (5) business days of receiving the complaint, the Compliance Officer will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent or the person alleged to have engaged in harassment of another student;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the Compliance Officer;

- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the Compliance Officer.

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

Bullying and Harassment

STAFF will do the following to prevent bullying and to help students feel safe in our school.

- Closely supervise students in all areas of the school (hallways, bathrooms, bus line, cafeteria, parking lot). ~~This includes the playground at the elementary school.~~
- Watch for signs of harassment/bullying and stop it when it occurs.
- Respond quickly and sensitively to bullying reports.
- Take parents' concerns about bullying seriously.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the District's discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Provide the option to the person being bullied to confront the person doing the bullying if he/she wishes to do so.

STUDENTS will do the following to prevent bullying.

- Treat each other respectfully at all times.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to a staff member or the office and complete an incident report.
- Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated.

Possible Consequences of Harassment/ Bullying are

- Loss of break time
- Lunch ~~time~~ Detention in the office
- Time spent in the office
- Student writes a behavior plan

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- Student writes a letter to parents
- Safety Plan is created by administrator
- After-school detention
- In-school suspension
- Out-of-school suspension
- Police referral
- Recommendation for expulsion

Any student who **retaliates** as a result of the report will result in an **automatic in-school or out-of-school suspension**.

All assigned consequences will be kept confidential. Only the student involved, his/her parents/guardians, and appropriate staff members will be made aware of the outcomes

CELL PHONES/COMMUNICATION AND LISTENING DEVICES

~~The classroom teacher will provide a list of expectations for electronic devices. These expectations will include the opportunities to use the devices in class. Students are expected to stay within those expectations of the classroom teacher.~~

During instructional time, students may only use digital technology devices, including cell phones, available to them for purposes pre-authorized by the teacher. Personal electronic devices should otherwise be stowed in the teacher designated location within the classroom or learning space.

Commented [2]: As discussed, please run this past the teachers who don't currently use this approach.

If a teacher observes a student using or possessing any of these items inappropriately, or outside of classroom expectations, then the following will apply.

1. The item must be given to the teacher without question or argument.
2. The item will be turned over to the Principal's office.
3. The first offense will be a reminder of appropriate use of technology from the Principal.
4. Subsequent offenses may result in a daily phone check-in to the office, or office or requiring the student's parent/guardian to pick up the phone after school hours.

The use of cellular telephones to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms and other similar private areas.

Any arguments may result in a more severe disciplinary action. Repeat offenders will also face the following disciplinary consequences: checking in of phone, detention, in-school suspension, or out-of-school suspension.

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The Internet is an extraordinary resource for students. Some information, however, is not suitable for students. In an effort to protect students who access the Internet through the school, Congress enacted the Children's Internet Protection Act (CIPA). CIPA requires that schools leave both technology protection resources and an Internet safety policy in place.

The School District has installed Internet filtering devices. The School District has also established a policy which outlines the guidelines for Internet use.

All students must have a signed Acceptable Use Policy Agreement on file with the office. The Acceptable Use Policy is available online through the School District's website and through Family Access during school registration.

CLOSED CAMPUS

The School District of New Glarus is a closed campus. All students Pre-K through Grade 12 will not be allowed to leave the School District grounds during the school day, **including the designated lunch periods.**

Students must remain in school or on school grounds during the school day. During lunch period, students should not disrupt classes that are in session. Students may not be in or at vehicles or in the parking lot during break time or lunch period. Students who leave school grounds in violation of the closed campus policy will be considered truant.

Students will be allowed to leave campus when they are involved in school-related programs such as: work release programs, youth options classes, co-op programs, and designated field trips or rewards as part of P.B.I.S. It is understood that students will be allowed to leave campus for necessary medical appointments and as dictated by exceptional circumstances, after permission is granted by parents/guardians and the administration.

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

This code of student rights and responsibilities was adopted with the idea that every student has certain rights and responsibilities in respect to other individuals. No right, however, is absolute. The freedom to exercise one's rights ceases when that exercise unduly infringes upon the rights of others. The purpose of this code is not only to protect the rights of the individual, but to protect the rights of the student body

STUDENT RIGHTS

1. Each student has the right to an education.
2. Each student has the right to be free from assault or intimidation.
3. Each student has the right to hold property free from theft or damage.
4. Each student has the right to utilize school facilities and programs according to established school regulations and procedures.
5. Each student has the right to expect courteous behavior from other students and school personnel.
6. Each student has the right to determine his/her own dress so long as it complies with the school dress code.
7. Each student has the right to form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
8. Each student has the right not to be pre-judged for an alleged violation of this code and has the right to present his/her version before any judgment is made.

STUDENT RESPONSIBILITIES

Each student will attend school and scheduled classes unless ill or excused by school officials.

1. Each student will report to classes on time and be prepared for class.

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2. Each student will take advantage of available resources and learning opportunities presented to him/her and develop and learn to the best of his/her abilities.
3. Each student will complete assigned work within the time designated and will give the best possible performance in all testing situations.
4. Each student will accept help from their classmates and be willing to help others when they can.
5. Each student will participate in school sponsored events and activities.
6. Each student will obey all rules, directives, and District policies which are communicated either verbally or in writing.
7. Each student who has complaints and concerns will register these concerns with those who have the most direct responsibility to address them.
8. Each student is expected to care for school items checked out to them.

COMMUNICATION

New Glarus High School will make every effort to communicate with all stakeholders including students, staff, parents, and members of the community. The ways in which New Glarus High School communicates to stakeholders includes:

- Monthly email to students and parents about upcoming events at New Glarus High School.
- [Posts on the New Glarus High School blog at www.newglarushighschool.blogspot.com.](http://www.newglarushighschool.blogspot.com)
- ~~A school newsletter called, "The Glarner" that is published once every trimester.~~
- Social Media posts through the New Glarus School District Facebook page.
- Parent-Teacher Conferences every trimester.
- Phone calls, emails, and conferences as needed.
- ~~Apptegy~~

Stakeholders are encouraged to engage in communication with staff members at New Glarus High School with the hopes of promoting collaboration in the best interest of all students.

DISCIPLINE

Each student has the right to an education; however, must remember that their fellow students have the same right. Any student, who disrupts other students' right to learn or the teachers' right to teach, can lose his/her rights. Each student is responsible for his/her own actions.

We do not want to list discipline in a negative way. The majority of students are respectful and positive. Most problems can be handled through quick, verbal reprimands. Unfortunately, there are potentially severe violations that need to be addressed in a formal manner.

Some items of serious concern include violation of state statutes as well as school policies. Included here are: alcohol, illegal drugs, tobacco, vapes, weapons, explosives, theft, vandalism, and assault, harassment/bullying, and bomb threats. The school has adopted a zero tolerance policy regarding offenses endangering the property, health, or safety of others.

Other unacceptable behaviors are: profanity (spoken, gestured, or written), cheating, fighting, intimidation, and threats, disruptive items (squirt guns, firecrackers, noise makers, music devices, skateboards, pagers, cell

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phones, laser pointers, matches, lighters, etc.), and insubordination (refusal to obey teachers, administrators, or staff members reasonable directives). All students are expected to cooperate with investigations conducted by school personnel. Failure to cooperate will be considered insubordination.

Students should be aware of the School District Search and Seizure Policy. The New Glarus Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In discharge of that responsibility, school authorities may search school property such as student lockers, or the person or their property, including students' backpacks or vehicles; if, in accordance with the District Search and Seizure Policy, there is "reasonable suspicion" that a student has violated, or is violating, either a particular law or a particular rule of the school.

When discipline problems do arise, consequences may result in a verbal reprimand, ~~after-school lunch~~ detention, removal from class, a suspension, or expulsion. ~~When a detention is issued, it is the responsibility of the student to notify their parents. Students have 24 hours to make arrangements.~~ It is the student's responsibility to follow through with detention arrangements. When a suspension that excludes a student from school is issued, he/she may not be in the school building or on school grounds during the suspension. When state statutes are violated, the police will also be notified. The school board will be involved in cases where the health and safety of others is concerned.

Removal from Class

If a teacher finds it necessary to remove a student from class and send him/her to the office, the student is to report immediately to the office. The teacher will ~~give call~~ the office/Principal ~~a telephone call~~. The student will ~~write/create~~ a plan to change the behavior. Parents will be notified. Offenses will be treated in the same manner as other discipline matters listed above. Repeated violations may result in the offending student being dropped from that class and placed in an alternative educational setting as established by the District's Code of Classroom Conduct.

DISTRICT NON-DISCRIMINATION/HARASSMENT POLICY

It is the policy of New Glarus School District that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex) Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolution of complaints under this policy. Any person believes that the School District or any part of the school organization has failed to follow laws and regulations, or in some way discriminated against students on the basis of sex, color, handicap, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, he/she may bring or send a complaint to the School District Office at 1701 2nd Street, New Glarus, WI to the attention of the Superintendent. Complaints alleging a failure to reasonably accommodate a student's religious beliefs with regard to examinations and other academic requirements should also be sent to the School District Office for processing according to the set complaint procedure.

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DRESS CODE AND STUDENT APPEARANCE

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others.

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

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Each school may engage in efforts to develop a dress code that prescribes certain types of dress and that identifies building-specific dress expectations.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

DRIVING & STUDENT PARKING

Students driving to school must purchase a parking pass and use the appropriately marked parking spaces in the student parking lot (south of the school). Each student, upon completion of a Vehicle Registration Form will receive a student parking permit to display from their rearview mirror. Inappropriate parking or driving practices are subject to legal action by the police and loss of student parking privileges.

The Vehicle Registration Form is available online through the School District's website and through Family Access during school registration.

Please be aware that vehicles and the parking lot are off-limits during school hours as noted above in our Closed Campus Policy. If students need an item from a vehicle during school hours, they must first get a pass from the office.

ELECTOR REGISTRATION

All students are reminded of their right to participate in federal, state, and local elections upon reaching the age of 18. Registration may take place at the time of voting. Polling locations are determined by your residence address.

EMERGENCY INFORMATION

All families must keep their children's emergency information up to [dayte](#) through Family Access or by contacting the office.

EXTENSION OF SCHOOL

Students are reminded that while on school grounds, school buses, field trips, athletic contests, etc., they remain under the rules of school. Students are further informed that the Districts' school buses are equipped with video surveillance for discipline and safety reasons.

EXTRACURRICULAR ACTIVITIES

New Glarus offers a variety of activities and athletics. This activity and athletic participation is a privilege from which all students are able to benefit. ~~Therefore~~[Therefore](#), the philosophy of New Glarus School District's activities and athletic handbook emphasizes the following:

1. Students participating in any of the activities or athletics sponsored by the New Glarus School District are representing themselves, their parents, the school, the community, and their team or organization.
2. All students participating in any school sponsored activity (clubs, organizations, dances, field trips, etc.) or sport must adhere to the ~~academic-training~~ rules as set forth by this handbook.

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3. The W.I.A.A. states that a code of conduct must be on file for all students participating in extracurricular activities. This code of conduct must also remain in effect twelve months out of the year. They require each School District to set up training rules prohibiting the use of alcoholic beverages, tobacco and controlled substances unless properly prescribed.
4. ~~The use of alcoholic beverages by anyone under the age of 21 is illegal according to state laws. The use of tobacco products by anyone under the age of 18 is illegal under state laws. The use of controlled substances is illegal for everyone unless properly prescribed. The use of performance-enhancing substances is against WIAA rules and regulations. Keeping this in mind, along with the obvious health concerns of using the above listed drugs, the New Glarus School District sets forth the rules and regulations listed in this handbook.~~

Applicability of the Extra-Curricular Code of Conduct

When a student represents New Glarus in a school-sponsored activity, that activity is covered by this code as long as the student's participation is not mandated by a course requirement and is tied to a grade. This means that all clubs, organizations, dances (prom and homecoming), field trips, etc. are subject to this code.

According to the W.I.A.A. rules this handbook must be in effect twelve months of the year. Although mandated by the W.I.A.A. for interscholastic athletics, this code applies to both W.I.A.A. sponsored activities as well as non-W.I.A.A. activities. A new code will be signed each school year. The code and any changes will go into effect on August 1st for each school year. ~~If the student and the parents have signed the previous code, the new code will be in effect as of August 1st even if the student is not participating until later in the school year.~~

Extra-Curricular Code of Conduct Form and Pledge Sheet

A signed copy of the New Glarus High School Athletic and Activities Handbook ~~Form Pledge Sheet~~ must also be on file with the School District before any student is allowed to participate in practices, contests, or events for any sport or activity. The student and his or her parents or legal guardian must sign this pledge sheet. According to W.I.A.A. rules, the school must have this pledge sheet signed and on file, or the student is ineligible.

Personal Conduct

1. All students shall conduct themselves in a manner that reflects positively on themselves, their family, the community, and the School District while representing New Glarus High School.
2. Students who use or possess alcoholic beverages, tobacco products, controlled substances or performance enhancing substances will be suspended from interscholastic competition. See Disciplinary Action and Penalties for Major Violations.
3. Athletes must meet the practice requirements as set by each individual coach.
- ~~3.4. For athletes, all WIAA eligibility and code of conduct expectations apply.~~
- ~~4. According to the W.I.A.A., a student violation that occurs during the W.I.A.A. tournament series, or an existing penalty that extends into the tournament series, will result in the student being ineligible for the entire tournament series.~~
- ~~5. According to W.I.A.A. rules, any student ejected from a contest will automatically miss the next contest in which his or her team competes.~~
- 6.5. Students may be suspended or disciplined from competition or an event by an individual coach or advisor for insubordination or disrespect to any school employee, coach, or official.

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Transportation Regulations

Team members of any sport must use the school provided transportation to reach the site of a contest. Team members must also return using the same transportation, unless the parent or legal guardian of the student gives permission in writing to the head coach that the student may ride home with the parents or legal guardian in their private vehicle. Transportation may or may not be provided to and from practices. Practice transportation schedules and guidelines will be provided and established by the coaches. A coach/advisor may release a student to his/her parent or guardian. No responsibility will be assumed by the School District for any mode of transportation not provided by the School District.

In cases of a practice for one of the sports in which we co-op ~~or tri-op~~, parents must complete a transportation waiver in advance to allow their student not to use school-sponsored transportation. ~~give written permission to their student's coach, in advance, allowing only their son or daughter to drive to practice in their vehicle.~~

Failure to follow transportation rules will result in a one (1) contest/activity suspension.

Parents and Coaches Pre-Season Meeting

~~At the beginning of each school year, there will be an electronic meeting including all sports and extracurriculars for the purpose of reviewing the changes in the Athletic and Activities Code. Each student that plans to participate in an extra-curricular activity must watch this meeting with a guardian. In addition, coaches may hold pre-season meetings for the purpose of organization for that season. Each individual team will meet separately and discuss team rules specific to their sport. This meeting will be with the entire coaching staff and the parents of all students involved in the program, freshmen through seniors. The purpose of the meeting will be to discuss the logistics of the season, meet the parents, discuss team and school rules, and answer any questions that the parents may have regarding the specific sport.~~

Awards

~~Students competing at the varsity level will be eligible for three team awards: the MVP and Captain's Awards, which are voted on by the team and coaching staff; and the Coach's Award, which is voted on by the coaching staff only. Letters will also be awarded to the varsity participants whom the coach feels are deserving of a letter. This will be left to the individual coach's discretion, but playing time, attitude, respect, responsibility, sportsmanship, and dedication will all be considered.~~

Special Eligibility Rules

~~All students participating in athletics at New Glarus High School in a school-sponsored sport must have a W.I.A.A. physical card signed by their parent(s) or legal guardian, giving them permission to participate. This card must also be signed by a doctor attesting to physical fitness and health allowing them to participate in athletic competition. A physical must be performed every other year to be valid. In the years where a physical is not required, a parent or guardian must sign the electronic W.I.A.A. parent permission card allowing their student to participate. Either the physical card or parent permission slip must be signed or the student/athlete will be not allowed to participate in practices or competition. Also, students must have turned in all their equipment from their previous sport to be considered eligible.~~

All students participating in athletics at New Glarus High School must complete the athletic registration, and have an active/signed physical exam form on file. A physical must be completed every other year to be valid. Students are not allowed to participate in practices or competition until the athletic registration and physical exam form are complete. Note: students also must have turned in all team issued equipment from their previous sport to be considered eligible.

ACADEMIC ELIGIBILITY

The top priority of all students should be to maintain the highest academic performance consistent with his/her ability. Coaches/Advisors are expected to promote and monitor the academic growth of their students. In order to maintain academic eligibility, a student must meet the academic standard defined below:

· Weekly Grade Checks

Starting Week 4 of each trimester, the Athletic Director will conduct weekly grade checks each Monday at 10:00 AM. Any student with a failing grade (F) will be contacted by the Athletic Director, and will be placed on "Academic Watch". If a student is earning any failing grades for two consecutive weeks, the student, his/her parents, and his/her coach/advisor will be notified, and the student will be placed on "Academic Warning". If a student is failing any class for three consecutive weeks, he/she will be placed on "Academic Suspension" and will lose activity eligibility until the next grade check. The student must continue to attend practice during this time, but is not eligible to play in games or participate in events.

· Trimester Grade Reports

Earning a failing grade on a Trimester Report Card will result in immediate academic ineligibility. If ineligible, students will be unable to compete in events for a minimum of 15 school days per the WIAA. Following the mandatory wait period, students must be passing all classes to regain eligibility. If a student receives a failing grade on the Trimester 3 Report Card, "the maximum ineligibility period shall be the lesser of: a) 21 consecutive days beginning with the date of the earliest allowed competition in a sport; or b) one third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction.)" Note: A grade of incomplete will be considered failing until it is made up and becomes a passing grade.

The top priority of all students should be to maintain the highest academic performance consistent with his/her ability. A student at New Glarus must continually make a commitment to pass all classes in which he or she is enrolled. It is required that a student be passing all classes. Failing one class in any grading period will result in academic ineligibility. A grade of incomplete will be considered failing until it is made up and it becomes a passing grade.

Failure to maintain academic eligibility will result in the immediate suspension of the student from the sport or activity. An athlete who is academically ineligible to compete in meets or games will be required to attend practices while under suspension. If after twenty-two (22) school days from the date grades are posted, the student's grades have improved, reinstatement is possible. The student will be responsible to petition the teachers of each of his or her classes. If passing and the student is given approval from all teachers and the administration, the student will be allowed full participation.

2024-2025 Return to Play Dates

Fall – varies by sport due to school not being in session when each sport starts (WIAA chart below)

Sport	Boys Soccer	Girls Volleyball	Football	Cross Country	Girls Swimming
Minimum Ineligibility Period: 21 Days or	8 games	5 meets	3 games	4 meets	5 meets
Student Regains Eligibility on this Date or After Sitting Out the Required Number of Events	Sept. 11	Sept. 11	Sept. 7	Sept. 11	Sept. 5

Winter – January 11, 2025

Spring – April 16, 2025

Coaches will be expected to promote and monitor the academic growth of their students. Academics must be viewed by the students, parents, and coaches as a priority and academic as well as athletic growth should be the goal of every program and athlete.

The Principal will conduct weekly student academic progress checks each Monday. Any student with a failing grade (F) on this report will be contacted by the Principal, and will be given two (2) weeks to raise his/her grade. If a student is failing any class for three consecutive grade checks, he/she will lose activity eligibility until the next academic progress check. The student must continue to attend practice during this time, but is not eligible to play in games or participate in events. Once the student has raised their grade to passing on a subsequent academic progress check, the student will be eligible to participate in all activities.

Attendance Eligibility

In regards to competition, students must be in school by the beginning of 3rd hour to be eligible for any school sponsored event that day. With proper documentation, exceptions would be made if students have: a responsibility pass, a medical appointment, or a driver's education appointment. Extreme emergencies can be an exception at the discretion of the Athletic Director.

In regards to practice, a student must be present and accounted for throughout the second half of the school day (by the start of 4th hour) in order to be eligible to participate that day. With proper documentation, exceptions would be made if students have: a responsibility pass, a medical appointment, or a driver's education appointment. Extreme emergencies can be an exception at the discretion of the Athletic Director.

~~Keeping in mind the above attendance rules, it is also required that the student attend the next regularly scheduled school day following a contest or event. Students being unexcused from school the day after an event or contest will be unable to participate in the next event or contest.~~

~~The objective of this code is to encourage students who are participating in athletics and extracurricular activities to be in school. On the day of a contest, that day's attendance will determine eligibility for the contest.~~

~~Students must be in school the entire day in order to compete in the athletic contest or extra-curricular event that evening. Extreme emergencies can be an exception at the discretion of the Principal and the Athletic Director.~~

~~In regards to other absences during non-contest or practice days, each student is awarded three (3) excused absences during the season where they can be excused from part of the school day and still participate. In non-athletic activities, the student will be allowed three excused absences during the semester where they can be excused from part of the school day and still participate in the after school activity. In regards to illness, the student must be in school the second half of the day to be eligible for practice. The Athletic Director will inform the athlete when his/her excused absences are up. In the cases of dental, medical, and driver's license appointments, all students are required to bring a note from the doctor, dentist or driver examiner verifying their absence. These do not count as one of the absences once the verification note is received.~~

~~Any unexcused absences from any part of the school day will prohibit the student from practicing or participating in any co-curricular event after school. If the student is more than twenty (20) minutes late for school or class and it is unexcused, it will count as an unexcused absence. Also, if an event is scheduled for a non-school day a student who is unexcused for the day before that event will be unable to participate in the event or contest.~~

~~Keeping in mind the above attendance rules, it is also required that the student attend the next regularly scheduled school day following a contest or event. Students being unexcused from school the day after an event or contest will be unable to participate in the next event or contest.~~

Offenses

Minor Offense

A Minor Offense would include missing a practice, undesirable in-school behavior, disrespect towards coach, advisor, etc., unsportsmanlike action either during practice or contests. These offenses will be dealt with individually by the coach or advisor involved. Disciplinary action may be taken if deemed warranted and the parents will be informed of such disciplinary action.

Major Offense

A Major Offense would include:

1. The use, possession, buying or selling of intoxicating beverages, tobacco, vaping device, controlled substances or performance enhancing substances that are on the banned list from W.I.A.A. **Please**

~~note that for anyone under the age of 21, alcoholic beverages are illegal drugs and tobacco is considered an illegal drug for anyone under the age of 18.~~

- ~~2. An expulsion or five-day suspension. Suspension from school, whether it be in school, or out of school. A student that is suspended from school will be ineligible to attend any practice, contest, or event during the time of his or her suspension. If there are no scheduled events during the duration of the suspension, the student will be ineligible for the next athletic contest or activity.~~
- ~~3. For athletes, all WIAA eligibility and code of conduct expectations apply. Pleading guilty to a criminal act or being convicted of a criminal act as determined by the courts.~~
- 4.3. Failure to cooperate with investigations related to code of conduct.
- 5.4. Attending a party, being in a vehicle or tavern where alcohol, tobacco or controlled substances are present, unless accompanied by a parent, will be considered a violation even if the student is not consuming. A student attending a gathering where alcohol, tobacco or controlled substances are being used will be considered to be in violation of this code of conduct except as follows:
 - (a) Attendance at an establishment licensed to sell alcoholic beverages in addition to food or recreational services. (i.e. restaurant, bowling alley, golf course)
 - (b) Attendance at family gatherings, including weddings, where alcoholic beverages are available to people over 21 years old and the student does not consume alcoholic beverages.
 - (c) A student will not be considered in attendance at a gathering if they simply arrived to provide a ride to a friend in need of transportation. This purpose must be verified by the student's parents and the person that received the ride. The student may not enter the location, but simply call for the individual to come to the vehicle.

Disciplinary Action and Penalties for Major Offenses Violations

The following penalties will be enforced in the case of any code of conduct violation. Please keep in mind that the use of alcoholic beverages, tobacco and controlled substances are against the law as set forth by the federal, state, and local governments.

Reporting and Administration of the Code of Conduct

If a student reports an incident to the Principal or Athletic Director and cooperates with the investigation they may have the report count as a self-referral. Self-referrals may only be used once every two years. **Upon being made aware** of a violation an adult must report the violation in writing to the Athletic Director or Principal within 30 days in order for it to be considered for investigation. Incidents that occurred more than one calendar year in the past will not be investigated.

The standard of proof required for investigation will be reasonable suspicion. The Athletic Director or Principal must have reasonable suspicion to believe that a violation has taken place. ~~The Athletic Director or Principal will make an attempt to contact the parent(s) or legal guardian and inform them of the situation. An attempt will be made to notify the parents or guardian that their son or daughter will be questioned on the matter.~~ The student(s) involved will be interviewed and made aware of the allegations against him or her. The student will have the opportunity to present his or her side of the story. After this interview, the investigation may continue, disciplinary measures may be imposed, or the investigation may be dropped. The Athletic Director or Principal will make this decision after review of the information. The Athletic Director or Principal will make an attempt to contact the parent(s) or legal guardian and inform them of the situation

A violation may involve an eyewitness and that witness may submit the complaint in writing. However, there will be times when neither an eyewitness nor a written statement will be available or possible. In this case, the

Athletic Director or Principal will interview the student as long as there is reasonable suspicion to do so. ~~There will be other times when students take the responsibility to report themselves as violators of the code.~~

First Offense- (40% of the Season/ 20% of the Season)

Students involved in athletics will be suspended for 40% of the sport season in which they are currently participating. Students can lessen the sentence to 20% by turning themselves in ("self-referral") to the Principal or Athletic Director. If not currently participating in a sport, students will be ineligible for the first 40% / 20% of the next sport in which they participate.

The student/athlete will be required to practice with the team, attend the contest in street clothes, and sit with the team during the contest. If the contest happens to be an away contest the student/athlete will ride the school provided transportation.

If the student is a member of an extra-curricular activity the student must practice or attend organizational meetings with that organization, but he/she will be ineligible twenty-two (22) school days and nights. That penalty will be reduced to eleven (11) school days and nights upon self-referral.

Students who receive a first offense violation will be referred to and expected to participate in the Student Assistance Program at New Glarus High School.

Second Offense- (100% of Season/ 60% of the Season)

Students involved in athletics will be suspended for 100% of the sport season in which they are currently participating. If they turn themselves in and meet the self-referral guidelines, their sentence can be reduced to 60% of the season. Students not currently participating in a sport will be ineligible for the first 100%/ 60% of the next sport in which they participate. If the season is completed before the entire penalty is served, the student must serve the balance of the penalty by sitting out the first part of the season in the next sport in which he or she participates (see Carry-Over Policy below).

Example: A student commits his or her second offense after 15 games of the basketball season have been played. In this situation, the student will miss 30% of the scheduled basketball games. To complete the 60% penalty, the student will be unable to participate in the first 30% of the contests in the next sport in which he or she chooses to participate.

If the student is a member of an extracurricular activity, the student will be ineligible to participate for one trimester from the date when a violation is found. If the student reports his/her violation to the Athletic Director / Principal, the second offense will be a nine (9) week penalty. If the violation occurs over the summer, the nine (9) week penalty will begin with the next event that the activity performs, or the first day of school, whichever comes first.

If the student will become eligible at some time during a specific sport season, he/she must practice with the team and attend contests in street clothes in order to complete the suspension penalty. The student will also be ineligible for all extra-curricular activities that he/she may be involved in while under suspension for a second offense violation.

Students who receive a second offense violation will be referred to and expected to participate in the Student Assistance Program at New Glarus High School.

Third Offense- (1 Calendar Year)

A student involved in athletics or extracurricular activities will be suspended for one calendar year from the date of conviction.

If the student will become eligible at some time during a specific sport season, he/she must practice with the team and attend contests in street clothes in order to complete the suspension penalty. The student will also be ineligible for all extracurricular activities that he/she may be involved in while under suspension for a third offense violation.

Students who receive a third offense violation will be referred to and expected to participate in the Student Assistance Program at New Glarus High School.

Any additional offenses will result in the student being ineligible for athletics and activities for the remainder of his/her high school career.

Carry-Over Policy

A student must serve his/her suspension and finish the entire season, or the suspension will carry over to the next sport or activity until the full suspension is served. Also, penalties will carry over from year to year, and they will carry over from handbook to handbook.

Earning Back Levels of Eligibility

Under the activities/athletic code, students will have the opportunity to earn back levels of eligibility and erase any prior violation of the athletic/activities code. If a student completes the Student Assistance Program and remains violation-free for eighteen (18) calendar months from the completion of their last penalty, their last violation will be removed from their activities/athletic record.

Example: A student has a violation in October of their 9th grade year. The student serves his/her suspension, which is complete on December 1. On June 1, following the completion of their 10th grade year, the first violation is removed from their record. The student violates the code in the fall of their 11th grade year. Although it is the student's second violation, it will be considered a first offense violation with the penalty being 40% / 20%, depending upon the circumstances associated with that violation.

The Appeal Process

If a student or parent is dissatisfied with the decision made by the Athletic Director or Principal, they may appeal that decision in writing to the Athletic Director or Principal within three (3) days after being informed of the decision. The Athletic Director or Principal will then schedule a meeting of the extra-curricular council no later than three (3) days from the time that the Principal receives the appeal. The parents and/or student will have the opportunity to present evidence or challenge evidence provided at this meeting. The student/athlete will remain under suspension while the appeal process is taking place.

The extra-curricular council will consist of the following people

- The Athletic Director (if not involved in the initial ruling)
- One varsity head coach
- One activity advisor
- One teacher not involved in extracurricular activities

The members of the council will be chosen every year and will meet once at the beginning of the year to review the code. An alternate will be chosen for each of the group members listed above. If one member is unable to attend, the alternate will take his or her place. Anytime council members might experience a conflict of interest, they must remove themselves from the council. No coach or advisor will be allowed to rule on the guilt or innocence of a student on his or her team at the time of the ruling.

The extra-curricular council may take one of two actions

1. Sustain the Athletic Director's or Principal's decision.
2. Overturn the Athletic Director's or Principal's decision.

In making the decision, the council should consider whether or not the evidence against the student is reasonable, whether or not the student was treated fairly, and whether or not the penalty was in accordance with this code.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the New Glarus School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, New Glarus School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the New Glarus School District to include this type of information from your child's education records in certain school publications.

Examples include

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs and videos.
- Sports programs, showing weight, height, and year in school of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory

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information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001*(P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.)

If you do not want the New Glarus School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by mid-September. The New Glarus School District has designated the following information as directory information

- Student’s name
- Address
- Telephone listing
- Grade level

Parents also have the right to inspect certain surveys and to choose to opt-out their children from surveys that collect, disclose, or use personal information from students, including materials designed to sell or market student information to others. The types of surveys include those created by third parties (outside of the School District).

If a survey asks students for information in any of the following eight categories, parents have the right to inspect the survey.

- Political affiliations or beliefs of students or their family.
- Mental and psychological problems of students or their family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or their parents.
- Income (other than that required by law to determine eligibility for program participation or financial assistance).

FIELD TRIPS

All students going on a field trip must have a signed field trip permission form on file in the office. The Signature Form is available online through the School District’s website and through Family Access during school registration.

FIRE DRILLS

When the alarm sounds:

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1. Proceed to the proper exit area (Routes are posted in each classroom).
2. Move quickly and quietly out of the building and proceed to the south end of the student parking lot (at least 100 feet away from the building).
3. Wait outside. You will be instructed when to return to the building.

FOOD & BEVERAGES

Food and beverages are permitted in the hallways and students are asked to make sure that all waste is thrown away. In addition, a general rule is that students should not keep open containers of food or drink in their lockers. Food is allowed in the classrooms with teacher permission.

GRADUATION REQUIREMENTS

Starting in 2013, a minimum of 28 credits must be earned in your four years of high school including: 4 credits of English, 4 credits of math, 3.5 credits of social studies including .5 credits of service learning, 3 credits of science, 1.5 credits of physical education, .5 credit of Health, .5 credits of Employability Skills during your sophomore year and 9 elective credits. (17 required credits and 11 elective credits for a total of 28 credits). Students must also have some training in the area of Personal Finance prior to graduation.

HALL PASSES

If students need to leave their classroom, they will ask their teacher to leave for their desired reason. Teachers may employ a sign out sheet to track students leaving the classroom.

In the case of a planned departure during classes (e.g. medical or dental appointment), students must obtain a pass from the office in order to leave their classroom. Students will then report to the office to sign out of the building before departure.

HOMECOMING

Students are eligible for homecoming if they are involved in an organization or sport at New Glarus High School. If a student is not involved with either, they can be eligible by completing their service learning project prior to homecoming or by participation in a youth apprenticeship program. Students would declare what they are representing and can represent any sport or organization on the court or in the parade. Students and sports would be verified by completion of the sports season. In organizations, students would simply need to complete a sheet with an adviser's signature that they have been a part of the organization and participated in a worthwhile event of some kind. Any student athlete who has been declared ineligible for any part of the fall season will not be eligible for court.. The King will be selected from the senior male-representatives and voted on by the student body. The Queen will be selected from the senior female representatives and voted on by the student body. If the representatives were the King or Queen of the Junior Prom, they are not eligible to be Homecoming King or Queen.

HONOR ROLL

- 3.20 – 3.49 GPA in grading period shall make Honor Roll

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- 3.50 – 3.74 GPA in grading period shall make High Honor Roll
- 3.75 – 4.00 GPA in grading period shall make Highest Honor Roll
- Trimester grades will be used to determine Honor Roll.
- Honor Rolls will be complete when grades are final.
- Senior Class Scholarships are figured on the most recent cumulative GPA at the time of the scholarship deadline. The cumulative GPA after Trimester 2 of a student's senior year is used in preparation for the graduation ceremony and end of the year honors, including the selection of the valedictorian.

INCOMPLETE GRADES

Grades are posted and final at the end of each trimester. From time to time, there may be extenuating circumstances in which a student may need to have an incomplete for a grade. An incomplete grade can be requested by the student or suggested by a teacher. Reasons for incomplete grades may be the following:

- The student has missed a significant amount of school prior to the end of the trimester.
- The student needs additional time to learn essential learning outcomes from the course.
- The student has not completed all required assessments for the course.

Students will not be allowed to request an incomplete grade for the purpose of improving their GPA (e.g.- requesting an incomplete to improve their grade from an A- to an A). Students can request an incomplete through the high school office prior to the end of the trimester. Students will have one week after the grade is posted to complete their incomplete grade.

LAUDE SYSTEM

Beginning with the Class of 2027, New Glarus High School will be using the Laude System to recognize students and their academic achievements. The purpose of the Laude System is to recognize students for the rigor of their academics and their success in high level classes. The Laude System also reduces competition for GPA and encourages collaboration among students and encourages academic risk taking. In a Laude System, the focus is on learning and not on GPA.

Award Levels

There are three levels of awards:

- Summa Cum Laude (With Highest Distinction)
- Magna Cum Laude (With Great Distinction)
- Cum Laude (With Distinction)

Laude Score

A student's Laude Score will be determined by multiplying the student's cumulative GPA after the second trimester of their senior year by the number of recognized Cum Laude Recognition courses completed in all four years.

Cut Off Scores

- 50 Summa Cum Laude
- 35-49.99 Magna Cum Laude
- 20-34.99 Cum Laude
- Below 20 No Laude Status

Cum Laude Recognition Courses

The courses listed below are used in the calculation for Laude Points. Students only earn Laude Points for courses that they complete with a passing grade. Three trimester courses count as 1.5 points each. Two trimester courses count for 1.0 point each. One trimester courses count as .5 points each. The following are courses considered as Laude Recognition Courses:

English

- AP Language and Composition
- AP Literature
- College Reading
- College Writing
- Education in a Pluralistic Society

Math

- AP Precalculus
- AP Calculus AB
- AP Calculus BC
- AP Statistics

Science

- PLTW – Principles of Biomedical Science
- PLTW – Human Body Systems
- PLTW –Medical Interventions

- AP Biology

- AP Chemistry
- AP CSP
- AP CSA

Agriculture

- PLTW – Environmental Sustainability

Social Studies

- AP US History
- AP Psychology
- AP Government
- AP Comparative Government
- Introduction to Education and Teaching

Art

- Senior Studio + Participation in the Capitol Conference Art Show

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Band

- Students in Band can count 1.5 credits of band from their senior year towards the Laude System providing they have been in band at least 9 trimesters and participated in Solo and Ensemble and have earned a 1st at State Solo and Ensemble.

Business

- Marketing Principles

Choir

- Students in Choir can count 1.5 credits of choir from their senior year towards the Laude System providing they have participated in choir at least 9 trimesters and participated in Solo and

Ensemble and have earned a 1st at State Solo and Ensemble.

Employability

- College and Career Readiness

Family and Consumer Sciences

- Exploring Hospitality
- Medical Terminology

Foreign Language

- Spanish 4/5
- German 4/5

Technology and Engineering

- Introduction to Engineering & Design
- Fundamentals of Construction

For all students, class rank will no longer be published on report cards or transcripts. If class rank is absolutely needed for admission into a college or university or for a scholarship or award, please contact the school counselor for the required information.

MANDATED REPORTER

Due to the regular interaction with students, educators are required to report whenever financial, physical, sexual, or other types of abuse have been observed or are suspected.

Under The Keeping Children and Families Safe Act (P.L. 108-36), child maltreatment is defined as:

- Any recent act or failure to act on the part of a parent or caretaker that results in death, serious physical or emotional harm, sexual abuse, or exploitation;
- An act or failure to act that presents an imminent risk of serious harm.

A "child" under this definition generally means a person who is under the age of 18 or who is not an emancipated minor.

MEAL PROGRAMS

These programs provide all participants with a nutritious, well-balanced meal, which follows the dietary guidelines.

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Breakfast

Served daily as part of 2nd hour. High school breakfast charge is \$2.~~30~~

Lunch

A nutritious, well-balanced mid-day meal is prepared with strict adherence to State and Federal guidelines.

Qualified individuals may participate in the free and reduced breakfast and lunch programs. Application forms can be obtained at the front office or on the district website under the food service tab.

Lunch Prices

Regular Student Lunch \$3.~~60~~~~35~~

Premium Student Lunch \$4.~~25~~~~00~~

Adult/Staff \$4.70

Additional Milk \$.60

A la Carte

Students have the option to pick items from the a la carte selections which are an additional charge to the food service account.

Note: If a student is allergic to a particular food, a note to that effect from the parent/doctor should be sent to school and placed on file.

Families, who participate in the School District of New Glarus Food Service Program, will be subject to the following policies and procedures:

PAYMENT POLICY

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their food service lunch account at the beginning of the year and during the course of the school year.

NEGATIVE BALANCES

1. Families will be notified when their family account falls below a positive \$20.00 through an automated email sent through Skyward twice per week. Families who do not have email will receive a statement in the mail.
2. Families who have negative balances in their accounts will be notified by an automated email sent through Skyward twice per week and automated phone calls on alternate days. Families who do not have email will receive a statement in the mail.
3. Students with a -\$50.00 negative account balance will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Families will be contacted at -\$150.00 via personal phone call from the food service director. If families are having difficulty making deposits, please contact the Food Service Department to make arrangements.

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4. Free and Reduced Priced Meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service Department's website. An updated application must be returned to the Food Service Department on a yearly basis, by September 30th of each year or the status of the account will revert to Paid Prices.

ACCOUNT BALANCES

1. Parents may restrict students from making additional purchases by calling the Food Service Department or set daily ala carte items limits via Family Access. There are three types of restriction set ups:

- a. A complete block set up in Skyward. This wouldn't allow any charges to be made on the account.
- b. A complete a la carte block set up in Skyward. This would only allow purchases of a reimbursable lunch and additional milk.
- c. A warning message attached to the account. Once the pin number is entered, a message will appear next to the student's name, stating what their restrictions are.
 - * Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account. If a student slips by at least three times, cashiers may remove ala carte items from the student's tray.
 - * The restriction on the system will show up from year to year unless the Food Service Department is contacted.

2. Family balances and purchases made on accounts are available on the district website through Family Access. Meal balance statements can be printed via Family Access. Payments can also be made by sending a payment to the school office or by making a payment online through E-Funds.

3. In the event that a food service account has an insufficient fund check returned from the bank, this amount plus any fees will be subtracted from the account. Three insufficient funds checks per family in a school year will cause the family to be placed on a "cash only" basis for the rest of the school year.

4. Unpaid fees will be carried over annually. All fees must be paid prior to high school graduation. If not, unpaid fees may be turned over to collections, or depending on the amount, small claims court. Arrangements may be made with the building principal.

5. Families approved for free and reduced price meal benefits must be refunded the remaining balance.

NATIONAL HONOR SOCIETY

After six trimesters of high school, a student may be eligible to be selected for National Honor Society if he/she meets the following criteria specified in the National Constitution.

- Scholarship: a minimum of 3.400 Cumulative GPA.
 - Once selected, a student must maintain a minimum of 3.200 GPA to remain in the NHS.
- Leadership: a record of positive contribution to school and/or community.
- Character: demonstrates traits that are consistent with the National Honor Society.

All academically eligible students will be notified. Completion of a Student Activity Information Form will be required for final consideration by the Faculty Council.

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POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Schools nationwide are finding new ways to encourage positive behavior in the classroom, in the hallway and throughout the whole school. Positive Behavior Interventions and Supports works because it helps students understand what is expected of them, gives teachers a framework for acknowledgement and consequences, and enables administration to use data to make decisions about discipline.

At New Glarus High School, students will learn about initiative, integrity, and perseverance. ~~Throughout the year, students will have behavior lessons called CoolTools, shown to them during the Knightly News. Students will also be rewarded with Knight-Kash for positive behavior, which can be redeemed through prize drawings or through the Knight Store~~

At the end of each trimester, there will be Rewards Day for students. The activities are intentional to celebrate the positive contributions that all students are making to our school.

RESPONSIBILITY PASS

A responsibility pass is an option for senior students who are in good academic standing. The responsibility pass may be granted to a student who has an Academic Support class that connects with the beginning or end of the school day. For example, a student who has a 6th hour Academic Support and is in good academic standing could leave after the 5th hour to complete their Academic Support class at home. Students will not be granted a responsibility pass for an hour that is in the middle of the day.

SCHOOL HOURS

School is open from 7:30 a.m. - 3:45 p.m. Students arriving early may be in the commons area, or in an area designated and supervised by a teacher. Students are to be out of the building by 3:45 unless under supervision.

SELECTIVE SERVICE REGISTRATION

Male students reaching the age of 18 must register with Selective Service. You may see the Principal for details.

SEVERE WEATHER/TORNADO EVACUATION

When a warning of a tornado or severe weather is relayed to the students, evacuation will take place with all students and staff taking the proper route to designated areas.

STUDENT, ALCOHOL AND DRUG ABUSE

It is incumbent upon the District to maintain a positive environment for learning and to provide for the health and safety of students. Therefore, the following actions are prohibited by students anywhere on school premises, in any District-owned or contracted vehicle and at any school-sponsored function or activity at all times.

1. The use, possession, sale or distribution of alcohol, drug paraphernalia or illegal drugs (including prescription medication not prescribed to the student).
2. Being under the influence of alcohol or illegal drugs.
3. The possession, distribution or sale of look-alike drugs.
4. The misuse of over-the-counter or prescription drugs.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such tests shall be administered by a law enforcement officer or trained school official and shall meet state law requirements. A student may be disciplined for refusing to submit to a breath test.

Violations of this policy shall result in school suspensions and other appropriate dispositions including, but not limited to, referral to the Student Assistance Program, referral to law enforcement authorities, citations under applicable municipal ordinances and expulsion from school. Students shall be disciplined in accordance with established procedures.

STUDENT ID AND LANYARDS

Students will utilize their ID cards for lunch, library use and other privileges. Students who misplace or “forget” their ID will need to purchase a new ID in the office.

STUDENT MENTAL HEALTH / PHYSICAL SAFETY CONCERNS

The NGSD is dedicated to the mental health and physical safety of our students. The District has established procedures and supports for students experiencing stress that may be demonstrated by depression, self-injurious behaviors up to suicidal threats. This information serves as Passive Consent for your student to receive brief Social Emotional Counseling or a Depression Screening if the need is determined by the District procedures. Active Consent will be obtained if the student denies the support. You can request Active Consent through [the counselor](#).

Mrs. Way.

STUDENT SCHEDULING

Scheduling is completed each spring for the following school year. Changes from the master schedule must be handled through the high school office in accord with the following Drop/Add Procedure.

Drop/Add must be completed during the **first week** of each trimester. No drops or additions will be made during the first day of the trimester.

A student that is overloaded or experiences extenuating circumstances may drop a class after the drop/add deadline with permission from the high school principal

STUDENT HEALTH CONCERN FORM

Any student who has a health concern of which the office should be made aware must have a health concern form on file in the office. The Student Health Form is available online through the School District's website and through Family Access during school registration.

STUDENT LOCKERS

The school board retains ownership and possessor control of all student lockers. Designated school officials, employees, or agents may search a student's locker without consent of the student, without notifying the student, and without obtaining a search warrant.

Students should keep their lockers locked and not share their combination with others. Students are responsible for their locker and its contents. Lockers must be kept clean and free of food products for an extended period of time. Pictures attached to the interior of the locker must be school appropriate.

Students may not write on, deface, or attach stickers to lockers. No items may be attached to locker exteriors without permission from the office.

TARDINESS

It is the belief of New Glarus High School that promptness to class is part of good academia and an important life skill. In an effort to reduce tardiness, New Glarus High School has the following protocol for each trimester:

Students who are late to school 1st hour will report to class once they have a pass from the office. Parents will be notified via email that morning about their student being late to school.

In addition to classroom interventions, there will be consequences for being tardy in multiple classes. Attendance records will be kept and monitored every class period throughout the school day. When a student reaches 15 tardies, the student will meet with the principal in regards to being tardy to class. In addition, parents and coaches will be notified. The following interventions will apply if the student continues to record unexcused tardies.

15 TARDIES

At 15 tardies, the student will meet with the principal in regards to tardies.

30 TARDIES

At 30 tardies per trimester, the student may be eligible for a Tier 2 intervention to reteach and reinforce the importance of being on time.

If the behavior continues, general interventions, such as a detention, a contract, or a parent-student meeting may be used.

TIER 2 TIME

Tier 2 time will be held after 4th period. Tier 2 is a time for both intervention and enrichment and all students will have the opportunity to receive both; as well as additional assistance from their teachers. Prior to Monday,

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staff will select students for Tier 2 times in which students need to attend. Students will also have the opportunity to select locations for Tier 2 time.

All communication for Tier 2 will be done through a program called Flexisched, through which students can make their requests their Tier 2 schedule. Each student will have an assigned homeroom location to which they will report during their Tier 2 time on Mondays to establish their Tier 2 plan each week. For Tuesday-Friday, students will have the opportunity to work with the teachers of their classes to receive additional instruction based on their needs. If a student doesn't have or make any Tier 2 location requests, they will report to their homeroom location. Tier 2 time will count as part of each student's attendance record.

Additionally, students who are in good academic standing, and have exemplary attendance, can apply for rest spot access during Tier 2 time. Students who are eligible for rest spot access will be able to sign up using FlexiSched and they will eat during Tier 2 time. They will access the rest spot locations during the regular, or second, lunch. Please note that teacher referrals take precedence over rest spot access.

VIDEO AND AUDIO RECORDING

The New Glarus School District uses video surveillance/electronic monitoring systems in the schools. This may include either video or audio footage, or both. Whenever individuals are on school property, their actions/behavior are subject to being monitored/recorded.

VISITORS TO SCHOOL

Students are not to bring student visitors to school. Unauthorized visitors are prohibited from school grounds from 8:00 am to 3:30 pm.

WEAPONS ON SCHOOL PREMISES

No person shall possess, use, or store a weapon on school property, on school buses, or at any school related event, or at any event that is under the supervision of school authorities. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty).

Any student violating this policy shall be subject to penalties outlined in state and federal law including possible expulsion, and mandatory referral for expulsion from school for possession of a firearm. Parents/guardians and law enforcement officials will be notified when this policy is violated. Weapons will be confiscated by the District or by law enforcement officials, as appropriate.

WITHDRAWING FROM A CLASS

A student can withdraw from a class after the first week of the trimester. If a student chooses to withdraw from a class, they can complete a withdrawal application form and once the application form is completed and approved, the student can be dropped from the class. If a student withdraws from a class after the first week, a W will be entered on their transcript noting that they withdrew from the class. A student cannot withdraw from a class to regain eligibility for athletics or extracurricular activities. If a student is failing a class and is currently ineligible, they must get the grade to passing prior to withdrawing from the course. A student can only withdraw from a class after the first week three times in their high school career.

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WORK STUDIES

Students who are involved in work studies have the opportunity to leave school to fulfill work obligations and receive high school credit for doing so. Work studies is treated as a class and students are expected to complete the work, through Canvas, required for Work Studies. The students will need to follow the rules of athletic academic eligibility to be able to leave school for work studies.

In addition, all employers will be expected to complete an evaluation of the student employee which will be part of the student assessment.

STUDENT ACCEPTABLE USE POLICY

The Internet is a global telecommunications network that is a wealth of data, resources, materials, information, projects, and people. It is an excellent educational tool and will be used on a research basis within the New Glarus School District. The following six guide points (Educational Purpose, Student Internet Access, Unacceptable Uses, Your Rights, Limitation of Liability, and Personal Responsibility) are to help students make good choices while they are using the District network.

Educational Purpose

- NGSD has been established for a limited educational purpose only. The term "educational purpose" includes classroom activities and career development.
- NGSD has not been established as a public access service or a public forum. The New Glarus School District has the right to place restrictions on the material you access or post through NGSD. Students shall follow the rules set forth in the District handbooks.
- Students may not use NGSD for commercial purposes. This means students may not offer, provide, or purchase products or services through NGSD.
- Students may not use NGSD for political lobbying. But students may use NGSD to communicate with elected representatives and to express their opinions on political issues.

Student Internet Access

- All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
- All students will be provided with individual e-mail accounts.
- Students and parents must sign the agreement to be granted an e-mail account on NGSD.

Unacceptable Uses

The following uses of NGSD are considered unacceptable:

Personal Safety

- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- Students will not agree to meet with someone they have met online.

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- Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

- Students will not attempt to gain unauthorized access to NGSD or to any other computer system through NGSD or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Students will not use NGSD to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System Security

- Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should students provide their password to another person.
- Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problem, because this may be construed as an illegal attempt to gain access.
- Students will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.

Inappropriate Language

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, the user must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- Users will not repost a message that was sent to them privately without permission of this person who sent them the message.
- Users will not post private information about another person.

Respecting Resource Limits

- Users will use the system only for educational and professional or career development activities.

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- Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- Users will subscribe only to high quality discussion group mail lists that are relevant to their education or career development.

Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were originally theirs.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use that work, students should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

Inappropriate Access to Material

- Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of student access is to conduct research and both the students' teacher and parent have approved.
- If students mistakenly access inappropriate information, they should immediately tell their teacher or another District employee. This will protect students against a claim that they have intentionally violated this Policy.
- Students should seek instruction from their parents if there is additional material that they think would be inappropriate to access. The District fully expects that students will follow their parent's instructions in this matter.

Your Rights

Free Speech

- Students' right to free speech, as set forth in the Discipline Code, applies also to their communication on the Internet. The NGSD is considered a limited forum, similar to the school newspaper, and therefore the District may restrict student speech for valid educational reasons. The District will not restrict student speech on the basis of a disagreement with the opinions they are expressing.

Search and Seizure

- Students should expect only limited privacy in the contents of their personal files on the District system. The situation is similar to the rights students have in the privacy of their lockers.
- Routine maintenance and monitoring of NGSD may lead to discovery that students have violated this Policy, the Discipline Policy, or the law.

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- An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the Discipline Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- Parents have the right at any time to request to see the contents of their student's email files.

Due Process

- The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through NGSD.
- In the event there is a claim that students have violated this Policy or Discipline Policy in their use of NGSD, they will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the Principal or his/her designee or they will be provided with notice and opportunity to be heard in the manner set forth in the Discipline Policy.
- If the violation also involves a violation of other provisions of the Discipline Policy, it will be handled in a manner described in the Discipline Policy. Additional restrictions may be placed on the student's use of his/her Internet account.

Limitation of Liability

The New Glarus School District makes no guarantee that the functions or the services provided by or through NGSD will be error free or without defect. The New Glarus School District will not be responsible for any damage students may suffer, including but not limited to loss of data or interruptions of services. The New Glarus School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The New Glarus School District will not be responsible for financial obligations arising through the unauthorized use of the system.

Personal Responsibility

When you are using the NGSD, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave a little "electronic footprint," so the odds of getting caught are really about the same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong--and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

Students and parents are required to read the above guidelines for network use, and further understand that student use of the Internet and network is intended to further student education as a student in the District. Should students fail to adhere to these guidelines, their privileges of accessing the Internet at school will be revoked.

Completion of the Acceptable Use Policy (AUP) Form is required for every student using technology at New Glarus School District. It is available online through the District website and through Family Access during school registration.

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Book	Policy Manual
Section	Ready for Policy Committee
Title	New Policy - Special Update - Act 20 - Feb. 2025 - THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS
Code	po5411
Status	Policy Committee Review

5411 - THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS

Introduction

This policy governs the promotion of students from 3rd grade to 4th grade in accordance with 118.33, Wis. Stats. The policy applies to all students being considered for promotion from 3rd to 4th grade, effective on September 1, 2027.

The District intends to make promotion decisions based on a thorough and equitable process that considers individual student needs in reading. For any student who has not completed their personal reading plan by the end of 3rd grade, a team will determine whether retention or promotion to 4th grade, with intensive instructional support, progress monitoring, and supports to remediate the identified areas of deficiency, is in the student's best interest. The determination process will consider relevant factors such as reading proficiency, social and emotional development, and available supports.

Definitions

"Personal Reading Plan" means a reading plan provided for five (5) year-old-kindergarten to third grade students that are identified as at risk based on a universal screening assessment or diagnostic assessment, in accordance with 118.016(5), Wis. Stats.

"Limited English-Proficient Student" means a student whose ability to use the English language is limited because of the use of a non-English language in the student's family or the student's daily, non-school surroundings, and who has difficulty in performing ordinary classwork in English as a result of such limited English proficiency.

"Completed" - means a student who has "completed" their personal reading plan if the student's parent(s) and the District agree that the student has met the goals outlined in the personal reading plan and the student scores at grade-level in reading on a summative assessment.

Promotion of Third Grade Students with Personal Reading Plans

For any student who has not completed their personal reading plan by the end of the student's third grade year, the District will engage in a process to determine whether to promote that student to the fourth grade. The District will not promote a student from third to fourth grade who has not completed their personal reading plan by the end of third grade unless the District, in consultation with the student's parent(s), believes retention is not in the best interest of the student.

In reaching the decision to promote or retain the student, the District will carefully consider all relevant factors, including but not limited to:

- A. Whether a team of interested individuals, including the parent(s) of the student and school representatives who have knowledge of the reading instruction, supports, and interventions provided to the student, believe promotion is in the best interest of the student;
- B. All relevant and available data demonstrating the student's response or progress to reading instruction and intervention, and data demonstrating the student's progress towards meeting personal reading plan goals;

- C. Why the student has not completed their personal reading plan;
- D. Whether or which alternatives to retention can help support the student to achieve reading proficiency;
- E. Any other factor(s) relevant in deciding whether to retain or promote a student;
- F. Those factor(s) or conditions considered elsewhere in District policy or administrative guidelines pertaining to student promotion and retention;
- G. Whether the student is eligible for an exception contained under this policy;
- H. The potential long-term adverse risks of retention.

Based on the comprehensive evaluation of factors above, the District will make one of the following determinations:

- A. Promotion: Promotion to fourth grade with applicable supports and services is more appropriate than retention to third grade.
- B. Promotion: The student's non-completion of their personal reading plan was not primarily due to the student's lack of reading proficiency.
- C. Promotion: The District recommends retention with applicable supports and services but the student's parent(s) do not agree with the District's recommendation.
- D. Retention: The District determined that, in consultation with the student's parent(s), retention with applicable supports and services is more appropriate than promotion to fourth grade.

Promoting Students with Incomplete Personal Reading Plans

If the District promotes a third-grade student who has not completed their personal reading plan by the end of third grade, the District shall conduct all of the following post-promotion requirements:

- A. In the following and subsequent school year(s) provide intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency until the student scores at grade level in reading on a summative assessment;
- B. Notify the student's parent(s), in writing, that the student did not complete their personal reading plan, including a description of the instructional services and supports that will be provided to the student to remediate the identified areas of deficiency; and
- C. Provide the student with an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

Exceptions to Post-Promotion Requirements

The following are good cause exceptions. Any student who meets one or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements:

- A. The student is identified as a Limited-English Proficient student as per the definition included in this policy;
- B. The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the State summative assessment in reading is appropriate for the student;
- C. The student scores as proficient in reading on the alternative Statewide standardized summative assessment;
- D. The student has an IEP or Section 504 plan under the Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two (2) years if the student continues to demonstrate a deficiency in reading and was previously retained in 5K, grades one, two, or three;
- E. The student has received intensive reading interventions for two (2) or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades one, two, or three for a total of two (2) years.

C. Edgar Policies

1. PO3440 - Job Related Expenses

73



Book	Policy Manual
Section	3. edgar policies
Title	JOB-RELATED EXPENSES
Code	po3440
Status	
Adopted	March 13, 2017
Last Revised	December 5, 2022

3440 - **JOB-RELATED EXPENSES**

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board.

The validity of payments for job-related expenses shall be determined by the Business Manager.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates not exceeding the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the guidelines of the District Administrator.

All travel shall comply with the travel procedures and rates established in the guidelines. **All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110 - Grant Funds.**

T.C. 12/5/22

2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475

5 U.S.C. 5701-11

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Legal 2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475



Book	Policy Manual
Section	3. edgar policies
Title	JOB-RELATED EXPENSES
Code	po4440
Status	
Adopted	March 13, 2017
Last Revised	December 5, 2022

4440 - **JOB-RELATED EXPENSES**

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board.

The validity of payments for job-related expenses shall be determined by the Business Manager.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be outlined in the Employee Handbook that is approved by the Board.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the Employee Handbook.

The Board shall pay the expenses of support staff members when they attend professional meetings as outlined in the Employee Handbook.

All travel shall comply with the travel procedures and rates established in the Employee Handbook. **All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110 - Grant Funds.**

Revised 10/8/18
T.C. 12/5/22

2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475

5 U.S.C. 5701-11

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2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475



Book	Policy Manual
Section	3. edgar policies
Title	FEDERAL FUNDS
Code	po6110
Status	
Adopted	March 13, 2017

6110 - **FEDERAL GRANT FUNDS**

It is the objective of the Board of Education to provide equal educational opportunities for all District students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefit students and the educational program. Therefore, it is the intent of the Board to study Federal legislation, consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The District Administrator shall review new Federal education legislation and prepare proposals for programs s/he/the District Administrator deems would be of aid to the students of this District. The District Administrator shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. All Federal funds received by the District will be used in accordance with the applicable Federal regulations and guidelines. The District Administrator shall ensure that each draw of Federal monies is as close as administratively feasible to the related program expenditures.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless the instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in the schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

Each grant proposal shall be reviewed and approved by the District Administrator prior to submission to the funding source.

Mandatory Disclosures

The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, any fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the Civil False Claims Act (2 C.F.R. 200.113) regarding the

obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency and the agency's Office of Inspector General, and to the pass-through entity, such as the Department of Public Instruction.

Whistleblower Protections

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1211/Policy 3211/Policy 4211 - Whistleblower Protection and Policy 8900 - Fraud.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The District Administrator is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The District Administrator is responsible for administering grant funds in a manner consistent with underlying agreements, applicable program statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The District Administrator shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.
Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.
- F. The District Administrator is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District Administrator shall provide for the following:

- A. Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, the year the Federal award was issued, and name of the Federal agency or pass-through entity. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be

supported by source documentation.

- C. ~~Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.~~
- D. Effective control over and accountability for all funds, property, and other assets.

The District must adequately safeguard all assets and ~~assure that~~ ensure they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;
 2. comply with the U.S. Constitution, Federal statutes, regulations and the terms and conditions of the Federal award;
 3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award; and
 4. take prompt action when instances of noncompliance are identified ~~including noncompliance identified in audit findings; and.~~
 5. ~~take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.~~
- E. Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality. ~~Comparison of expenditures with budget amounts for each Federal award.~~
- F. Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.
- G. Recordkeeping and written procedures to the extent required by Federal, State, ~~local~~ local, and grantor rules and regulations pertaining to the grant award and ~~accountability,~~ accountability including, but not limited to the following areas:
1. cash management in accordance with 2 C.F.R. 200.305
 2. allowability of costs in accordance with subpart E and the terms and conditions of the Federal award
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits
 8. travel
- H. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.
- I. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Audit Requirements

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends \$1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than \$1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

The District shall:

- A. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;
- B. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;
- C. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and
- D. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

Certifications and Records Retention

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report or longer if required by the Board-adopted retention schedule.

Cost Principles

The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Costs may be allowable to a specific grant award if the cost is necessary and reasonable for the performance of the grant program initiative, is in accordance with generally accepted accounting principles (GAAP), and is allocable to the grant award if the goods or services involved are charged in accordance with relative benefits accrued to the initiative. A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the purchasing decision is made.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and ~~other such similar~~ revenues raised by a recipient are not program income ~~unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds~~ Proceeds from the sale of real property, equipment or supplies are not program income. Finally, license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless ~~it~~ the District has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal ~~awarding~~ agency or pass-through entity.

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307
 2 C.F.R. 200.309, 200.310, 200.313, 200.318 - .320, 200.343(b) & (e), 200.403
 2 C.F.R. 200.404 and 200.406, 200.501-511
 34 C.F.R. 75.707, 76.563, 76.565, 76.707
 Compliance Supplement for Single Audits of State and Local Governments
 20 U.S.C. 7906

31 U.S.C. 3729-3733

Legal

34 C.F.R. 75.707, 76.563, 76.565, 76.707

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307

2 C.F.R. 200.309, 200.310, 200.313, 200.318 - .320, 200.343(b) & (e), 200.403

2 C.F.R. 200.404 and 200.406, 200.501-511

Compliance Supplement for Single Audits of State and Local Governments 20 U.S.C.
7906

31 U.S.C. 3729-3733



Book	Policy Manual
Section	3. edgar policies
Title	INTERNAL CONTROLS
Code	po6111
Status	
Adopted	March 13, 2017

6111 - INTERNAL CONTROLS

The District Administrator shall establish, document, and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all Federal awards in compliance with applicable the U.S. Constitution, statutes, regulations, and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

These internal controls should comply with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;
- B. evaluate and monitor its compliance with the U.S. Constitution, statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- D. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality. "personally identifiable information" (PII) and other information the awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable Federal, state, local, and tribal laws and District policies regarding privacy and obligations of confidentiality.

identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not anchored attached to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Suggested Resources:

- A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;
- B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and
- D. Internal control guidance issued by the U.S. Department of Education.

~~2 C.F.R. 200.61-.62~~

2 C.F.R. ~~200.79~~200.1

2 C.F.R. 200.303

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Legal

2 C.F.R. 200.1

2 C.F.R. 200.303



Book	Policy Manual
Section	3. edgar policies
Title	CASH MANAGEMENT OF GRANTS
Code	po6112
Status	
Adopted	March 13, 2017

6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the District Administrator shall implement internal controls in the area of cash management.

The District's ~~payments~~ **payment** methods shall minimize the time elapsing between the transfer of funds from the ~~United States Treasury~~ **Federal agency** or the Department of Public Instruction (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The District Administrator is authorized to submit **payment requests as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used. See requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used. Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).**

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested ~~will~~ **must** be as close as is administratively feasible to the actual ~~disbursement~~ **disbursements by the District** for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely ~~payment~~ **payments** to contractors in accordance with contract provisions.
- C. **Whenever possible, advance payment requests by the District must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or Wisconsin Department of Public Instruction (DPI).**
- D. ~~To the extent~~ **If** available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on ~~such~~ **Federal** funds before requesting additional cash payments.
- E. The District shall account for the receipt, ~~obligation~~ **obligation**, and expenditure of funds.
- F. Advance payments will be deposited and maintained in insured accounts whenever possible.
- G. Advance payments will be maintained in ~~interest-bearing~~ **interest-bearing** accounts unless the following apply:
 1. The District receives less than ~~\$120,000~~ **\$250,000** in Federal ~~awards~~ **funding** per year.
 2. The best ~~reasonably~~ **reasonably** available interest-bearing account would not **reasonably** be expected to earn interest in

- excess of \$500 per year on Federal cash balances.
3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 4. A foreign government or banking system prohibits or precludes ~~interest bearing~~ interest-bearing accounts.
 5. An interest-bearing account is not readily accessible (for example, due to public or political unrest in a foreign country).
- H. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal ~~advance payments deposited in interest-bearing accounts must be remitted~~ funds must be returned annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment. ~~Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another Federal agency payment system.~~
- I. All interest in excess of \$500 per year must be returned to PMS regardless of whether the District was paid through PMS. Instructions for returning interest can be found at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.
 - J. All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency. All returns to PMS should follow the instructions provided at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.

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Applicable Laws, Regulations, and Guidance: 2 C.F.R. 200.305



Book	Policy Manual
Section	3. edgar policies
Title	COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	
Adopted	March 13, 2017
Last Revised	April 11, 2022

6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, ~~State~~ State, and local laws, the associated agreements/assurances, program ~~objectives~~ objectives, and the specific terms and conditions of the grant award.

Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is ~~a type~~ generally recognized as ordinary and necessary for the operation ~~of the District~~ or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, ~~tribal~~ tribal, and other laws and regulations;
3. market prices for comparable ~~goods or services~~ costs for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and
5. ~~whether the cost does not represent any significant deviation from the established practices or Board policy which may unjustifiably increase the expense~~ the degree to which the cost represents a deviation from the Board's established written policies and procedures for incurring costs.

~~Whether an expenditure is necessary is determined based on the needs of the program. The expenditure must be necessary to achieve an important program objective and it must be established that the expenditure addresses an existing need.~~ While Federal regulations do not provide specific descriptions of what satisfies the necessary element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;

2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

This standard is met if the cost:

1. is incurred specifically for the Federal award;
2. benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; ~~and/or~~
3. is necessary to the overall operation of the District and is assignable, ~~in part,~~ to the Federal award in accordance with ~~these~~ cost principles ~~mentioned here.~~
4. Conform to any limitations or exclusions set forth in the cost principles ~~as required by law~~ 2 C.F.R. Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for ~~telecommunications and video surveillance services or equipment or as a substantial or essential component of any system or as critical technology as part of any system.~~ Such prohibition also applies to funds ~~generated as program income, indirect cost recoveries, or to satisfy cost share requirements.~~
5. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

6. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
7. Be determined in accordance with generally accepted accounting principles.
8. Be representative of actual cost, net of all applicable ~~credits~~ credits, or offsets.

The term ~~"applicable credits"~~ applicable credits refers to those ~~receipts or reductions of expenditures that operate to offset or reduce expense items~~ transactions that offset or reduce direct or indirect costs allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; ~~insurance refunds or rebates;~~ and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the ~~State~~ District relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

9. Be not included as a match or cost-share ~~requirements of any other Federally-financed program in either the current or a prior period,~~ unless the specific Federal program authorizes Federal costs to be treated as such.
10. Be adequately documented:
 1. in the case of personal services, the District Administrator shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to ~~assure~~ document that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

11. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

~~Be~~ All other costs must be incurred during the approved budget period. At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to ~~carry out authorized work and expend~~ incur financial obligations of the funds awarded, including any funds carried forward or other revisions pursuant to ~~the law~~ 2 C.F.R. 200.308. Prior written approval from the Federal awarding agency or ~~state~~ State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures ~~(as defined in Policy 7455 - Accounting System for Capital Assets):~~

- A. Capital expenditures for ~~general purpose~~ **general-purpose** equipment, buildings, and land are ~~unallowable~~ **allowable** as direct charges, ~~except~~ **but only** with the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of ~~\$5,000~~ **\$10,000** or more have the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment ~~which that~~ materially increase their value or useful life are ~~unallowable~~ **allowable** as a direct cost ~~except~~ **but only** with the prior written approval of the Federal ~~awarding~~ agency, or pass-through entity.
- D. **All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.**
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal ~~awarding~~ agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal ~~awarding~~ agency.
- G. **The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.**
- H. If the District is instructed by the Federal ~~awarding~~ agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- I. **Equipment and other capital expenditures are unallowable as indirect costs.**

Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.

Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.

Prior Written Approval

To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.

Cost Compliance

The District Administrator shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect

The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$10,000.

If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the District Administrator, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Wisconsin Department of Instruction (DPI) or the pass-through entity (Federal funds subject to 2 CFR Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

When Obligations are Made

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment.

This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:	The obligation is made:
Acquisition of Property	On the date the District makes a binding written commitment to acquire property
Personal services by an employee of the District	When the services are performed
Personal services by a contractor who is not an employee of the District	On the date the District makes a binding agreement to obtain the services
Performance of work other than personal services	On the date when the District makes a binding written commitment to obtain the work
Public utility services	When the District receives the services
Travel	When the travel is taken
Rental property	When the District uses the property
A pre-award cost that was properly approved by the Secretary under federal regulations, 2 CFR part 200, Subpart E	On the first day of the project period

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the awarding agency or the pass-through entity (e.g., Wisconsin Department of Public Instruction) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the end of the funding period unless an extension is authorized, or other terms are provided for in the grant conclusion of the period of performance of the award (or an earlier date as agreed upon by the DPI and the District). Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

T.C. 10/11/21

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Legal 2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.474(b)



Book	Policy Manual
Section	3. edgar policies
Title	PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	March 13, 2017
Last Revised	April 22, 2024

6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds including any District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The District Administrator shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses, minority business, women's business enterprises, veteran-owned businesses, and labor surplus area firms, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing policy and administrative guidelines (Policy 6320 - Purchasing and AG 6320A - Purchasing).

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130 - Ethics and Conflict of Interest, Policy 3230 - Ethics and Conflict of Interest, and Policy 4230 – Ethics and Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements, where appropriate, for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that encourages provides full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgement. In order to promote To ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals, from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following Examples of

situations that may restrict competition include, but are not limited to:

- A. unreasonable requirements on firms ~~in order~~ for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements
- C. noncompetitive pricing practices between firms or between affiliated companies
- D. noncompetitive contracts to consultants that are on retainer contracts
- E. organizational conflicts of interest
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement
- G. any arbitrary action in the procurement process

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list periodically.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R. 200.319(d)) that require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured, property, equipment, or service being procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, property, equipment, or service to be procured, and, when necessary, shall. When necessary, the description must set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of clearly and accurately describe the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. Informal Procurement Methods

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the

procurement for property or services transaction under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal procurement methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the District Administrator considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly maintains documents to support its conclusion. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

2. Small purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of \$25,000, except as otherwise required by State law. Small purchase procedures require that price or rate quotations shall be obtained from three (3) qualified sources, when possible.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations ("FAR"). When applicable, a lower simplified acquisition threshold used by the District non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than \$250,000 unless otherwise required by State law and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility, the cost of which will exceed \$50,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders have been identified as are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally based on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from at least three qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond must define the items or services with specific information, including any required specifications, for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

- d. A firm fixed-price contract ~~is awarded~~ award will be made in writing to the lowest responsive bid and responsible bidder. ~~When~~ Where specified in ~~bidding documents~~ the invitation for bids, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts ~~must~~ may only be used to determine the low bid when ~~the District determines they are a valid factor based on~~ prior experience ~~indicates that such discounts are usually taken~~.
- e. The Board reserves the right to reject any or all bids ~~for sound documented reason~~ but must document and provide a justification for all bids it rejects.

2. Proposals

Procurement by proposals is a method in which either a ~~fixed price~~ fixed-price or cost-reimbursement ~~type~~ contract is awarded. ~~Proposals are generally~~ This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals ~~shall be publicized and~~ require public notice and must identify all evaluation factors and their relative importance. ~~Any response to the publicized requests for proposals shall be considered to the maximum extent practical.~~ To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.
- b. Proposals shall be solicited from at least three sources.
- c. The District ~~shall use its written method~~ must have written procedures for conducting technical evaluations ~~of the proposals received and for selecting recipients and for making selections~~.
- d. Contracts ~~shall~~ must be awarded to the responsible firm ~~offeror~~ whose proposal is most advantageous to the ~~program, with price and other factors considered~~ District considering price and other factors.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used in ~~procurement of~~ to procure A/E professional services. ~~It~~ The method cannot be used to purchase other ~~types of services though provided by~~ A/E firms that are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals ~~allows for solicitation of a proposal from only one source and~~ may be used only when one (1) or more of the following circumstances apply:

- a. ~~micro-purchases~~ the aggregate amount of the procurement transaction does not exceed the ~~micro-purchase threshold~~;
- b. ~~the item is available only from~~ the procurement transaction can only be fulfilled by a single source;
- c. the public exigency or emergency for the requirement will not permit a delay resulting from ~~publicizing~~ providing public notice of a competitive solicitation;
- d. ~~the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District~~ the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or
- e. after ~~solicitation of a number of~~ soliciting several sources, competition is determined to be inadequate.

Domestic Preference for Procurement

~~As appropriate and to the extent consistent with law, the District shall~~ The District should, to the extent practicable ~~under a Federal award and consistent with law~~, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all ~~subawards including all contracts~~ subawards, contracts, and purchase orders ~~for work or products~~ under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

- A. procuring only items designated in the guidelines of the Environmental Protection Agency ("EPA") at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000;
- B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and
- C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently \$250,000). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals.

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. ~~Time~~ A time-and-materials and materials-type contract means a contract whose cost to the District is the sum of: of the actual costs of materials, materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

~~Since~~ Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing that possess the ability to perform successfully under the terms and conditions of the proposed procurement contract. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) compliance; 4) proper classification of employees; 5) record of past performance; and 46) financial and technical resources.

The District Administrator shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the District Administrator to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) ("RFPs") or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Office of the District Administrator within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the District Administrator shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, protest or failure to file a formal written protest within the time prescribed, prescribed shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule, if longer. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

2 C.F.R. 200.317 - .326

Appendix II to Part 200

2 C.F.R. 200.334 - 200.336

2 C.F.R. 200.520

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 2 C.F.R. 200.317 - .326
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 Appendix II to Part 200



Book	Policy Manual
Section	3. edgar policies
Title	DISPOSITION OF PERSONAL PROPERTY
Code	po7310
Status	
Adopted	March 13, 2017
Last Revised	October 11, 2021

7310 - **DISPOSITION OF PERSONAL PROPERTY**

The Board requires the District Administrator to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy. The disposition of real property is governed by Policy 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

A. Instructional Material

The District shall review instructional materials (i.e., textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current, or
3. worn beyond salvage

B. Equipment

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds \$10,000 and does not lose its identity when incorporated into a more complex unit.

The District shall inspect the equipment used in the instructional educational program and other equipment owned by the District periodically, to determine the condition and usability of such equipment in the current educational program or other District operations. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available;
2. repair records indicate the equipment has no usable life remaining;



Book	Policy Manual
Section	3. edgar policies
Title	PROPERTY INVENTORY
Code	po7450
Status	
Adopted	March 13, 2017
Last Revised	October 11, 2021

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain an inventory of all District-owned equipment and supplies, including computing devices

For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$5,000. For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year and a per-unit cost that equals or exceeds \$10,000 and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$10,000.

Capital assets include equipment as well as the following:

- A. Land, buildings (facilities), and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases
- B. Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Capital expenditures, which are expenditures for capital assets, require prior written approval in order to be allowable in certain situations. General-purpose equipment, buildings, and land, as well as improvements to land, buildings, or equipment which materially increase their value or useful life, are unallowable as direct charges unless the federal awarding agency or pass-through entity provides prior written approval. Whereas capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000.00 or more have the prior written approval of the Federal awarding agency or pass-through entity.

When defining supplies for inventory purposes, no items will be counted whose total acquisition cost is less than \$5,000.00.

"Computing devices" are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories for printing, transmitting and receiving, or storing electronic information. Examples of computing devices include laptops, smartphones, tablets, etc. Computing devices are classified as equipment if their acquisition cost meets the above-mentioned equipment threshold. Computing devices that do not meet the acquisition cost threshold are considered supplies. Regardless of whether a computing device is classified as an equipment or supply, it must be counted during the inventory.

It shall be the duty of the Business Manager to ensure that inventories are recorded systematically and accurately and

property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

The District is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment and computing devices acquired in whole or in part under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project. The property shall be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award.
 1. When no longer needed for the original program or project, the property may be used in other activities in the following order of priority: 1) activities under a Federal award from the Federal awarding agency which funded the original program or project; then 2) activities under Federal awards from other Federal awarding agencies.
 2. During the time that property is used on the project or program for which it was acquired, the District must also make the property available for use on other projects or programs currently or previously supported by the Federal program, provided that the use will not interfere with the work on the original project or program.
- B. While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity. The property shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal agency or the pass-through entity and Policy 7300 - Disposition of Real Property/Personal Property and Policy 7310 - Disposition of Surplus Property.
- D. The District must use equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity. Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), title entity, acquisition date, cost of the property, percentage of Federal participation in the project costs for the award under which the property was acquired, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property, in accordance with this policy.
- E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority: A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years, in accordance with this policy.
 1. activities under other Federal awards from the Federal agency that funded the original program or project; then
 2. activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.
- F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that

- financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-Federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute. ~~A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.~~
- G. ~~When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment. Adequate maintenance procedures shall be implemented to keep the property in good condition.~~
- H. ~~Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number ("FAIN")), title holder, acquisition date, cost of the property, percentage of Federal agency contribution towards the original purchase, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.~~
- I. ~~A physical inventory of the property must be conducted and results reconciled with property records at least once every two (2) years. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.~~
- J. ~~A control system shall be in place to provide safeguards for preventing loss, damage, or theft of the property. Any such loss, damage, or theft of the property must be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.~~
- K. ~~Regular maintenance procedures shall be implemented to keep the property in proper working condition.~~
- L. ~~Proper sales procedures shall be established to ensure the highest possible return in the event the District is authorized or required to sell the equipment/property.~~
- M. ~~When equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal agency, the District shall request disposition instructions from the Federal agency or the pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.~~

Revised 6/22/20

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Legal

2 C.F.R. 200.313



Book	Policy Manual
Section	Ready for Policy Committee
Title	ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	November 18, 2024

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 a student with disabilities requires medication to benefit from 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 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, 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 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 are 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

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 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia.

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.

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.

Any time a student, or a group of students, participates in a school event not on District premises, District staff responsible for organizing and/or supervising the event will take steps so that Emergency Medical Information Forms, Health Plans, or Section 504 Plans are available in the event of an emergency. This includes, and is not limited to, all school-sponsored or school-related activities, including music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

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, 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.

Stock Bronchodilators for School Districts

The Board recognizes that asthma is a leading cause of hospitalization of children and is responsible for many missed school days every year. 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 respiratory distress and to provide or administer bronchodilators accordingly;
- C. delineates the permissible scope of usage to include providing a District-owned bronchodilator to students who have a prescription on file with the school in the event the student is experiencing a respiratory event and/or administering a bronchodilator to such students, and/or administering a bronchodilator to any student or other person, regardless of whether there is a prescription on file, but believes in good faith the person is suffering from respiratory distress;
- D. is approved by a physician, an advanced practice nurse prescriber, or a physician assistant licensed in the State of Wisconsin;
- E. notes that the school and any school nurse or designated school personnel that provide or administer bronchodilators 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;
- F. is published on the District's website or the website of each school

Revised 10/9/17
 Revised 8/6/18
 Revised 2/1/21
 Revised 10/11/21
 Revised 9/25/23

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Legal

118.29, Wis. Stats.

118.291, Wis. Stats.

118.292, Wis. Stats.

118.2925, Wis. Stats.

121.02, Wis. Stats.

PI 8.01(2)(g)

Wis. Admin. Code N 6.03

2009 Wisconsin Act 160

UW-Oshkosh Overnight Trip Proposal

1. Where are you going?

- a. We are participating in the UW-Oshkosh Team Basketball Camp

2. Who's going?

- a. High Boys Basketball Players - Grades 9-12

3. How many are going?

- a. Currently 16 boys have signed up to participate.

4. Dates of overnight trip?

- a. Leave on Friday, June 27th and return on Sunday, June 29th.

5. How will they be transported?

- a. We'll use 2 school vans.

6. Cost of transportation?

- a. None. Vans are driven by coaches (Travis Sysko, Zach Feller)

7. Where will they stay?

- a. We stay on campus in the dorms.

8. What is the cost for hotel rooms?

- a. Cost is \$60 per player for a 2 night stay. They cover the cost for that.

9. How will this be financed?

- a. Cost for the tournament comes out of the basketball activity account.

10. Number of chaperones

- a. 2 - Travis Sysko & Zach Feller

MS Track

1 message

Sadie Einbeck <sadie.einbeck@ngsd.k12.wi.us>

Mon, Jun 2, 2025 at 9:27 AM

To: Mitchell Cernek <mitchell.cernek@ngsd.k12.wi.us>, Nita Duerst <nita.duerst@ngsd.k12.wi.us>

Hi Mitch and Nita,

Happy last week of school! I wanted to reach out to you both formally about coaching Middle School Track. Unfortunately, I will be stepping down from coaching our middle schoolers next year. With the new addition coming, I don't want to have too much to balance next spring. Please let me know if there is anything else you need from me.

I have absolutely loved coaching the last 4 seasons, I will definitely miss it.

Thanks,
Sadie

--

Sadie Einbeck

(She/her)

New Glarus High School

Mathematics Educator

sadie.einbeck@ngsd.k12.wi.us

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

From: **Renee Bergemann** <renee.bergemann@ngsd.k12.wi.us>

Date: Fri, Jun 6, 2025 at 1:44 PM

Subject:

To: Jennifer Thayer <jennifer.thayer@ngsd.k12.wi.us>

I, Renee Bergemann resign as a bus driver with the New Glarus School district.

Renee

- G. New Hires
- VII. **DISCUSSION ITEMS**
- VIII. **ANNOUNCEMENTS**
- IX. **FUTURE AGENDA ITEMS**
- X. **FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS**
 - A. June 23, 2025 - Discussion & Regular Board Meeting - 7:15 p.m.
 - B. July 14, 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.