

Regular School Board Meeting
Wednesday, June 21, 2023, 6:30 PM
Middle School Theater
9302 Schofield Ave.
Weston, WI 54476



– A G E N D A –

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

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

The live stream may be found at:

Join link:

<https://dce.webex.com/dce/j.php?MTID=ma13aff7ca7f0c42d1a2bc53194f6aeb7>

Webinar number:

2481 211 4102

Webinar password:

BoardJune2023 (26273587 from phones and video systems)

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Access code: 248 121 14102

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

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Public Comment

VI. Consent Agenda

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H. Gift/Bequests	
I. Bus Accident Report	
J. Second Reading of Policies	
1. po0100 Definitions	
2. po0115 Address	

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

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

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VII. Reports/Considerations

- A. WASB Legislative Network Member
- B. CESA #9 Representative

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C. Superintendent	
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A. Regular Meeting	
July 19, 2023, at 6:30 p.m.	
D.C. Everest Middle School Theater	
9302 Schofield Ave.	
Weston, WI 54476	
Regular Meeting	
August 16, 2023, at 6:30 p.m.	
D.C. Everest Middle School Theater	
9302 Schofield Ave.	
Weston, WI 54476	
XII. Adjourn	

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



I. Call to Order

II. Roll Call

Joshua Dickerson: Present, Katie Felch: Present, Shannon Grabko: Present, Lindsey Lewitzke: Present, Corina Norrbom: Present, Larry Schaefer: Present, Yee Leng Xiong: Present. Present: 7. Corina Norrbom: Absent. Present: 6, Absent: 1.

III. Pledge of Allegiance

IV. Approval of Agenda

Motion to approve the agenda for this meeting. This motion, made by Shannon Grabko and seconded by Joshua Dickerson, passed.

Corina Norrbom: Absent, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 6, Nay: 0, Absent: 1

V. Public Comment

Trinity Vang 6807 Lang Lane, Weston, WI 54476

Brandon Hang, 1885 Woodcrest Circle, Kronenwetter, WI 54455

Caleb Yang, 4504 Twin Pines Lane, Weston, WI 54476

Vanessa Perez, 5304 Timber St. S., Weston, WI 54476

Alydia Vang, 304 Kort Street, Schofield, WI 54476

VI. Consent Agenda

Motion to approve the Consent Agenda with a roll call vote. This motion, made by Yee Leng Xiong and seconded by Katie Felch, passed.

Corina Norrbom: Absent, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 6, Nay: 0, Absent: 1

VI.A. Approval of Minutes

VI.B. Recommended Employment/Resignations/Contract Adjustments

VI.B.1. May 2023 Employment Report

VI.B.2. Summer Learning Teaching Staff

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

VI.D. Balance Sheet

VI.E. Budget Transfers

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

VI.F.1. Grant Request for Transition Readiness

VI.F.2. Grant Application for "Stop the Bleed" Program

VI.G. Fundraising Requests

VI.G.1. Senior High FBLA Request

VI.H. Gift/Bequests

VI.I. Bus Accident Report

VII. Reports/Considerations

VII.A. Student Representative

VII.B. WASB Legislative Network Member

VII.C. CESA #9 Representative

VII.D. Superintendent District Update

1. Board Discussion of Admin Open House
2. Rita A. Kasten Board Room Dedication
3. Joint Finance Hearing Update

VIII. Unfinished Business

VIII.A. Mission Moment - D.C. Everest Foundation

VIII.A.1. D.C. Everest Foundation

IX. New Business

IX.A. Board Election of Officers

Schaefer nominated Lewitzke for President, three calls were made for nominations, with a voice vote all yes, Lewitzke is President.

Felch nominated Yee Leng Xiong for Vice President, three calls were made for nominations, with a voice vote, all yes, Xiong is Vice President.

Grabko nominated Dickerson for Treasurer, three calls were made for nominations, with a voice vote, all yes, Dickerson is Treasurer.

Schaefer nominated Grabko for Clerk, three calls were made for nominations, with a voice vote, all yes, Grabko is Clerk.

IX.B. Board Discuss and Choose Monthly Meeting Date/Time

The Board will continue to meet the third Wednesday of the month at 6:30 p.m.

IX.C. Board Appoints CESA #9 and WASB Representatives.

Schaefer will remain as CESA #9 Representative.

Norrbom will remain as WASB Representative.

IX.D. Motion to approve the Resolution Authorizing the Transfer of Funds, the Establishment of an Escrow Account with Respect to and the Defeasance of Certain of the General Obligation School Building and Improvement Bonds, Series 2018, Dates July 2, 2018, as detailed in the Board packet. With a roll call vote, this motion, made by Lindsey Lewitzke and seconded by Larry Schaefer, passed.

Corina Norrbom: Absent, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 6, Nay: 0, Absent: 1

IX.E. Line of Credit Resolution

Motion to approve the attached resolution authorizing the use of a line of credit in the amount of \$10,000,000 for the 2023-2024 fiscal year. With a roll call vote, this motion, made by Yee Leng Xiong and seconded by Katie Felch, passed.

Corina Norrbom: Absent, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 6, Nay: 0, Absent: 1

IX.F. Facsimile Resolution

Motion to authorize the facsimile signatures of the President, Treasurer, and Clerk adopted May 17, 2023, for use in signing school district checks or orders until new facsimile plates are acquired for the period of May 17, 2023, to June 30, 2023, and the clerk will mail a certified copy of this resolution to the respective depositories of the School District. With a roll call vote, this motion, made by Larry Schaefer and seconded by Joshua Dickerson, passed.

Corina Norrbom: Absent, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 6, Nay: 0, Absent: 1

IX.G. 2023-2024 Meal Prices

Motion to approve the 2023-2024 meal prices as submitted in the background material. This motion, made by Joshua Dickerson and seconded by Katie Felch, passed with a voice vote.

IX.H. Approval of New Summer Learning Courses

Motion to approve new summer learning courses as listed in the background. With a voice vote, all yes, this motion, made by Joshua Dickerson and seconded by Katie Felch, passed.

IX.I. Approval of Senior High Dance Trip

Motion to approve the Senior High Dance trip to Nationals in February 2024. With a voice vote, all yes, this motion, made by Larry Schaefer and seconded by Katie Felch, passed.

IX.J. Approval of Junior High Advanced Placement (AP) Trip to Washington, D.C. and Philadelphia in February 2024

Motion to approve the Junior High Advanced Placement trip to Washington, D.C. and Philadelphia in February 2024. With a voice vote, all yes, this motion, made by Katie Felch and seconded by Yee Leng Xiong, passed.

IX.K. First Reading of Policies

Motion to postpone po5410 to the June meeting for further discussion with more background from Administration by Schaefer and second by Xiong. With a voice vote, all yes, motion passed.

Motion by Schaefer for the third paragraph of po5517 to read “Board will require an investigation” and Xiong seconded. After discussion, this motion was withdrawn by both parties. Schaefer moved to postpone po5517 to June meeting for further discussion with more background from Administration, second by Xiong. With a voice vote, the motion passed.

Motion to approve on first reading all other policies, except po5410 and po5517, by Xiong with second by Schaefer. With a voice vote, this motion passed.

IX.K.1. First Reading for Name/Location Changes

IX.K.1.a. po0115 Address

IX.K.1.b. po1422 Nondiscrimination and Equal Employment Opportunity

IX.K.1.c. po1623 Section 504-ADA Prohibition Against Disability Discrimination in Employment

IX.K.1.d. po1662 Employee Anti-Harassment

IX.K.1.e. po2260 Nondiscrimination and Access to Equal Educational Opportunity

IX.K.1.f. po2260.01 Section 504-ADA Prohibition Against Discrimination Based on Disability

IX.K.1.g. po2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities

IX.K.1.h. po3122 Nondiscrimination and Equal Employment Opportunity

IX.K.1.i. po3123 Section 504-ADA Prohibition Against Disability Discrimination in Employment

IX.K.1.j. po3362 Employee Anti-Harassment

IX.K.1.k. po4122 Nondiscrimination and Equal Employment Opportunity

IX.K.1.l. po4123 Section 504-ADA Prohibition Against Disability Discrimination in Employment

IX.K.1.m. po4362 Employee Anti-Harassment

IX.K.2. First Reading of Policy Content Changes

IX.K.2.a. po0100 Definitions

IX.K.2.b. po0175 Association Memberships
IX.K.2.c. po1630.01 Family & Medical Leave of Absence ("FMLA")
IX.K.2.d. po2210 Curriculum Development
IX.K.2.e. po2220 Adoption of Courses of Study
IX.K.2.f. po2221 Special Observance Days
IX.K.2.g. po2430 District-Sponsored Clubs and Activities
IX.K.2.h. po3131 Reduction in Staff
IX.K.2.i. po3215 Use of Tobacco and Nicotine by Professional Staff
IX.K.2.j. po3425 Benefits
IX.K.2.k. po3430.01 Family & Medical Leave of Absence ("FMLA")
IX.K.2.l. po4131 Reduction in Staff
IX.K.2.m. po4215 Use of Tobacco and Nicotine by Support Staff
IX.K.2.n. po4425 Benefits
IX.K.2.o. po4430.01 Family & Medical Leave of Absence ("FMLA")
IX.K.2.p. po5200 Attendance
IX.K.2.q. po5330 Administration of Medication/Emergency Care
IX.K.2.r. po5340 Student Accidents/Illness/Concussion
IX.K.2.s. po5410 Promotion, Placement, and Retention
IX.K.2.t. po5512 Use of Tobacco and Nicotine by Students
IX.K.2.u. po5517 Student Anti-Harassment
IX.K.2.v. po5771 Search and Seizure
IX.K.2.w. po7434 Use of Tobacco and Nicotine on School Premises
IX.K.2.x. po7440 Facility Security
IX.K.2.y. po7540 Technology
IX.K.2.z. po7544 Use of Social Media
IX.K.2.aa. po8305 Information Security
IX.K.2.ab. po8405 Environmental Health and Safety Program
IX.K.2.ac. po8420.01 Epidemics and Pandemics
IX.K.2.ad. po8450 Control of Casual Contact Communicable Diseases
IX.K.2.ae. po8600 Transportation

IX.K.2.af. po8800 Religious Activities and Observances

IX.K.2.ag. po8802 Patriotic Activities and Observances

X. Petitions and Communications

X.A. Thank You from J. Herron

X.B. Thank You from K. Resch

X.C. Thank You from R. Sabey

X.D. Thank you from P. Schield - Retirement

X.E. Thank You from D. Amsrud for Recognition

X.F. Thank You from Marla Day for Recognition

XI. Future Meeting Dates

XI.A. Senior High Graduation

May 24, 2023, at 7:00 p.m.

Stiehm Stadium

1000 Machmueller St.

Weston, WI 54476

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

Regular Meeting

June 21, 2023, at 6:30 p.m.

D.C. Everest Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

Regular Meeting

July 19, 2023, at 6:30 p.m.

D.C. Everest Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

Regular Meeting

August 16, 2023, at 6:30 p.m.

D.C. Everest Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

XII. Motion by Lewitzke and second by Dickerson to adjourn to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(e) Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public funds, or Conducting Other specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session (Teacher Contract Negotiations) W.S.S. 19.85(1)(f) Considering Financial, Medial, Social, or Personal Histories or

Disciplinary Data of Specific Personnel Problems or the Investigation of Charges Against Specific Persons Except Where Par. (b) Applies Which, If Discussed in Public, Would be Likely to Have a Substantial Adverse Effect Upon the Reputation of Any Person Referred to In Such Histories or Data, or Involved in Such Problems or Investigations. (Student Incident). This motion passed with a roll call vote. Time was 8:14 p.m.

Corina Norrbom: Absent, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 6, Nay: 0, Absent: 1

XIII. The Board returned to Open Session at 10:00 p.m.

Motion to impose and implement the District's offer to the members of the bargaining unit represented by the D.C. Everest Teachers Association for the 2023-2024 collective bargaining agreement pursuant to Wis. Stat. 111.70 which results in a total base wage increase of 4%, which shall be distributed as full implementation of the salary schedule and an increase of \$600 per cell. Xiong called for a roll call vote. With a roll call vote, this motion, made by Lindsey Lewitzke and seconded by Larry Schaefer, passed.

Corina Norrbom: Absent, Joshua Dickerson: Abstain (With Conflict), Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 5, Nay: 0, Absent: 1, Abstain (With Conflict): 1

XIV. **Meeting adjourned at 10:04 p.m.**

Respectfully submitted,

Shannon E. Grabko, Clerk

Ellen Suckow, Executive Assistant to the
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the June 21, 2023, meeting of the School Board.



Date: 6/21/2023

Employment Report

Recommended Employment			
Certified Staff			
Name	Position/Building	FTE	Start
Ashley Roberts	Grade 5 Teacher/MB	1.0	August 15, 2023
Abigail Thelen	Grade 5 Teacher/MB	1.0	August 15, 2023
Hunter Kirsch	Grade 4 Teacher/RO	1.0	August 15, 2023
Katie DeBruin	SPED Teacher/RO	1.0	August 15, 2023
Joy Frystak	Kindergarten Teacher/WE	1.0	August 15, 2023
Madeline Pietz	Health Teacher/MS	1.0	August 15, 2023
Kendra Reiche	Speech & Language Pathologist/WE & MB	1.0	August 15, 2023
Aubree Brux	School Counselor/WE	1.0	August 15, 2023
Support Staff			
Name	Position/Building	FTE	Start
Elaine Huebner	Cook II/WE	0.63	May 31, 2023
Alexis Johnson	Member Services/GFH	0.50	June 12, 2023
Whitney Treu	Member Services/GFH	0.50	June 19, 2023
Students			
Name	Position/Building	FTE	Start
Seasonal Staff			
Name	Position/Building	Start	End
Alison Oosterhuis	Student Services Intern/District	June 5, 2023	August 18, 2023
Madailyn Abel	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Alex Cappel	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Delaney Erickson	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
McKenna Hammond	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Kiara Hammond	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Abigail Kislow	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Noah Merkel	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Hannah Nieuwenhuis	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Emmitt Peterson	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Paige Richie	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Mekiya Schmidt	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Lindsey Tatro	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Ma Vang	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Melinda Yolitz	Summer Camp Staff/GFH	May 30, 2023	August 25, 2023
Substitutes			

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Summer Learning			
<i>Name</i>	<i>Position</i>	<i>Start</i>	<i>End</i>
End of Employment			
All Staff			
<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
David Aspenes	Custodian Class I/GFH	Resignation	May 18, 2023
Makenna Middaugh	SWD Assistant/JH	Resignation	June 1, 2023
Sarah Carlson	Guest Teacher/District	Resignation	June 2, 2023
Carter Kulesa	Server/ID & OD	Resignation	June 2, 2023
Emily Meidl	Intern/MB	Resignation	June 2, 2023
Nicholas Ramcheck	Computer Literacy Teacher/MS	Resignation	June 2, 2023
Avery Petersen	Grade 2 Teacher/RO	End of 1-Year Contract	June 2, 2023
Gaberiel Retzlaff	Intern/SH	Resignation	June 2, 2023
Bailey Schiro	Before & After Care/GFH	Resignation	June 2, 2023
Suzanne Smith	Intern/RI	Resignation	June 2, 2023
Alison Vanden Wyngaard	Intern/EV	Resignation	June 2, 2023
Colleen Whooley-Jepson	SPED Teacher/RO	End of 1-Year Contract	June 2, 2023
Kaitlyn Nelson	Substitute Assistant/District	Resignation	June 5, 2023
Angela Ausprung	EC SPED Teacher	Resignation	June 8, 2023
Luke Stachovak	Advisor/Idea	Resignation	June 12, 2023
Jill Dunn	Kindergarten Teacher/EV	Resignation	June 16, 2023
Emily Beck	School Nurse/District	Resignation	July 10, 2023
Adjustments			
Certified Staff			
<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Margaret Peterson	Science Teacher/JH 0.87 FTE	Science Teacher/JH 1.0 FTE	August 22, 2023
Support Staff			
<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Sadie West	Before & After Care/GFH & Summer Camp Staff/GFH	Before & After Care/GFH, Summer Camp Staff/GFH, & Member Services/GFH	May 22, 2023
Tara Giebel	SWD Assistant/RI	Substitute Assistant/District	June 2, 2023
Mya Jablonski	Substitute Custodian/District, Substitute School Nutrition/District, & Member Services/GFH	Student Services Intern/District, Substitute Custodian/District, Substitute School Nutrition/District, & Member Services/GFH	June 12, 2023

Rachel Rentmeester	Education Assistant/RI	Adm Asst to Curriculum & Learning Dept/Admin	June 19, 2023
Jenna Tienor	Nutrition Support Specialist/District	School Nutrition & Catering Supervisor/District	July 1, 2023

DCE Junior High School				
Name	Position	Begin	End	%
MOUA, MAI	Forensics (Assistant)	8/31/22	6/1/23	1.00

D.C. EVEREST AREA SCHOOL DISTRICT
6300 ALDERSON STREET, WESTON, WI 54476
TREASURER'S REPORT

JUNE 13, 2023

CASH BALANCE AS OF MAY 9, 2023	(\$49,841.72)	
INVESTMENT ACCOUNT TRANSFERS		\$4,067,901.47
RECEIPTS CR#33122 - #33279	\$7,005,105.04	
CHECKS FOR APPROVAL #233401 - #233646 ACH: # 222303159-222303583		\$3,101,300.85
<u>VOIDS:</u> Checks 233364, 233409, 233330, 233455, 233485, 233208, 233335	\$1,346.40	
CASH BALANCE AS OF JUNE 13, 2023		(\$212,592.60)

\$6,956,609.72	\$6,956,609.72
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**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(5/9/2023-6/13/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
233401	DC EVEREST SENIOR HIGH SCHOOL	5.3.23	5/12/2023	100.00
233402	FOXFIRE GOLF CLUB AT PAR 4 RESORT	EF05112023	5/12/2023	45.00
233403	HELTEMES, KIM	50923	5/12/2023	100.00
233404	HERITAGE MILITARY MUSIC FOUNDATION, IN	50923	5/12/2023	1,000.00
233405	HMONG EGGROLL	HMN Eggroll 5-9-23	5/12/2023	200.00
233406	JULIAN JASON LEGACY HORSE LOGGING	50923	5/12/2023	350.00
233407	MERRILL HIGH SCHOOL	EF05132023	5/12/2023	150.00
233408	PINE VALLEY GOLF COURSE, INC.	EF05122023	5/12/2023	100.00
233409	STEVENS PT COUNTRY CLUB	EF05152023	5/12/2023	25.00
233410	TESSMANN, DICK	50923	5/12/2023	350.00
233411	WAUSAU WEST PLANETARIUM	2610886	5/12/2023	60.00
233412	WI PUBLIC SERVICE	MBAY GAS APR2023	5/12/2023	506.98
233412	WI PUBLIC SERVICE	RO GAS APR2023	5/12/2023	553.54
233412	WI PUBLIC SERVICE	JH GAS APR2023	5/12/2023	855.08
233412	WI PUBLIC SERVICE	MS GAS APR2023	5/12/2023	1,034.12
233412	WI PUBLIC SERVICE	GHF GAS APR2023	5/12/2023	1,043.52
233412	WI PUBLIC SERVICE	SH GAS APR2023	5/12/2023	1,113.61
233412	WI PUBLIC SERVICE	4566606683	5/12/2023	96,059.10
233413	ADVANCED FITNESS SERVICE	1690	5/12/2023	1,777.45
233414	BUELOW VETTER BUIKEMA OLSON & VLIET, L	14	5/12/2023	2,789.00
233415	CELLCOM - WAUSAU	756973	5/12/2023	327.24
233415	CELLCOM - WAUSAU	754793	5/12/2023	1,168.93
233416	CENTRAL WI CONVENTION & EXPO CENTER	LE-542023	5/12/2023	300.00
233417	COLLINS, HEATHER	APR2023 MILEAGE	5/12/2023	79.65
233418	DC EVEREST SENIOR HIGH SCHOOL	Volleyball 2023	5/12/2023	1,356.00
233419	EVOLUTIONS IN DESIGN	71326	5/12/2023	131.00
233420	GORDON FOOD SERVICE INC	226387991	5/12/2023	50.27
233420	GORDON FOOD SERVICE INC	226388002	5/12/2023	59.55
233420	GORDON FOOD SERVICE INC	227009694	5/12/2023	70.18
233420	GORDON FOOD SERVICE INC	227009707	5/12/2023	75.41
233420	GORDON FOOD SERVICE INC	226387997	5/12/2023	84.54
233420	GORDON FOOD SERVICE INC	226387993	5/12/2023	99.78
233420	GORDON FOOD SERVICE INC	227069809	5/12/2023	105.86
233420	GORDON FOOD SERVICE INC	226387996	5/12/2023	107.99
233420	GORDON FOOD SERVICE INC	227009699	5/12/2023	113.14
233420	GORDON FOOD SERVICE INC	227069811	5/12/2023	187.86
233420	GORDON FOOD SERVICE INC	227009695	5/12/2023	215.47
233420	GORDON FOOD SERVICE INC	226387990	5/12/2023	216.87
233420	GORDON FOOD SERVICE INC	227009692	5/12/2023	219.24
233420	GORDON FOOD SERVICE INC	227009712	5/12/2023	227.04
233420	GORDON FOOD SERVICE INC	227009697	5/12/2023	239.64
233420	GORDON FOOD SERVICE INC	227069802	5/12/2023	283.51
233420	GORDON FOOD SERVICE INC	227069801	5/12/2023	362.97
233420	GORDON FOOD SERVICE INC	226387989	5/12/2023	424.26

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233420	GORDON FOOD SERVICE INC	226388004	5/12/2023	459.49
233420	GORDON FOOD SERVICE INC	227069800	5/12/2023	463.33
233420	GORDON FOOD SERVICE INC	227069807	5/12/2023	487.41
233420	GORDON FOOD SERVICE INC	227069806	5/12/2023	501.56
233420	GORDON FOOD SERVICE INC	226387995	5/12/2023	502.56
233420	GORDON FOOD SERVICE INC	227009702	5/12/2023	544.51
233420	GORDON FOOD SERVICE INC	226388003	5/12/2023	572.18
233420	GORDON FOOD SERVICE INC	227009711	5/12/2023	652.67
233420	GORDON FOOD SERVICE INC	227069815	5/12/2023	728.31
233420	GORDON FOOD SERVICE INC	227009703	5/12/2023	764.32
233420	GORDON FOOD SERVICE INC	226388006	5/12/2023	787.25
233420	GORDON FOOD SERVICE INC	226387988	5/12/2023	805.27
233420	GORDON FOOD SERVICE INC	227069810	5/12/2023	809.85
233420	GORDON FOOD SERVICE INC	227069796	5/12/2023	921.72
233420	GORDON FOOD SERVICE INC	227069805	5/12/2023	977.30
233420	GORDON FOOD SERVICE INC	227009696	5/12/2023	995.78
233420	GORDON FOOD SERVICE INC	227009698	5/12/2023	998.72
233420	GORDON FOOD SERVICE INC	227069812	5/12/2023	1,044.92
233420	GORDON FOOD SERVICE INC	227069799	5/12/2023	1,150.15
233420	GORDON FOOD SERVICE INC	227009709	5/12/2023	1,182.25
233420	GORDON FOOD SERVICE INC	227009700	5/12/2023	1,251.34
233420	GORDON FOOD SERVICE INC	225767269	5/12/2023	1,401.02
233420	GORDON FOOD SERVICE INC	226387999	5/12/2023	1,454.36
233420	GORDON FOOD SERVICE INC	227009706	5/12/2023	1,564.52
233420	GORDON FOOD SERVICE INC	227069798	5/12/2023	2,703.37
233420	GORDON FOOD SERVICE INC	226388001	5/12/2023	3,513.97
233420	GORDON FOOD SERVICE INC	227069813	5/12/2023	4,584.90
233420	GORDON FOOD SERVICE INC	227009710	5/12/2023	6,107.80
233421	IMAGINE A CHILD'S CAPACITY, LLC	2642	5/12/2023	1,622.50
233421	IMAGINE A CHILD'S CAPACITY, LLC	2606	5/12/2023	2,090.00
233422	JOSTENS OF NORTHERN WI	GradAwards'23	5/12/2023	1,250.50
233423	KENOSHA PUBLIC MUSEUMS	5.17.23	5/12/2023	175.00
233424	KINDENSHOP	133	5/12/2023	233.50
233425	LAMERS BUS LINES, INC.	36245	5/12/2023	62.25
233425	LAMERS BUS LINES, INC.	36238	5/12/2023	77.67
233425	LAMERS BUS LINES, INC.	36280	5/12/2023	94.91
233425	LAMERS BUS LINES, INC.	36287	5/12/2023	97.02
233425	LAMERS BUS LINES, INC.	36279	5/12/2023	118.27
233425	LAMERS BUS LINES, INC.	34845	5/12/2023	118.82
233425	LAMERS BUS LINES, INC.	36267	5/12/2023	122.91
233425	LAMERS BUS LINES, INC.	34846	5/12/2023	123.74
233425	LAMERS BUS LINES, INC.	36276	5/12/2023	163.39
233425	LAMERS BUS LINES, INC.	36290	5/12/2023	165.10
233425	LAMERS BUS LINES, INC.	36268-JRH	5/12/2023	168.51

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233425	LAMERS BUS LINES, INC.	36277	5/12/2023	170.87
233425	LAMERS BUS LINES, INC.	36289-MS	5/12/2023	178.57
233425	LAMERS BUS LINES, INC.	36289-JRH	5/12/2023	178.57
233425	LAMERS BUS LINES, INC.	36307-JRH	5/12/2023	181.40
233425	LAMERS BUS LINES, INC.	36284	5/12/2023	192.55
233425	LAMERS BUS LINES, INC.	36283	5/12/2023	200.86
233425	LAMERS BUS LINES, INC.	36269	5/12/2023	203.30
233425	LAMERS BUS LINES, INC.	36270	5/12/2023	253.82
233425	LAMERS BUS LINES, INC.	36255	5/12/2023	272.33
233425	LAMERS BUS LINES, INC.	36258	5/12/2023	297.94
233425	LAMERS BUS LINES, INC.	36282	5/12/2023	300.90
233425	LAMERS BUS LINES, INC.	36256	5/12/2023	321.01
233425	LAMERS BUS LINES, INC.	36268-MS	5/12/2023	337.01
233425	LAMERS BUS LINES, INC.	36307-MS	5/12/2023	362.80
233425	LAMERS BUS LINES, INC.	33854	5/12/2023	405.48
233425	LAMERS BUS LINES, INC.	36259	5/12/2023	412.80
233425	LAMERS BUS LINES, INC.	36260	5/12/2023	483.76
233425	LAMERS BUS LINES, INC.	36278	5/12/2023	518.47
233425	LAMERS BUS LINES, INC.	36281	5/12/2023	586.53
233425	LAMERS BUS LINES, INC.	36261	5/12/2023	599.88
233425	LAMERS BUS LINES, INC.	36285	5/12/2023	600.92
233425	LAMERS BUS LINES, INC.	36273	5/12/2023	674.92
233425	LAMERS BUS LINES, INC.	36271	5/12/2023	830.95
233425	LAMERS BUS LINES, INC.	35571	5/12/2023	1,563.04
233425	LAMERS BUS LINES, INC.	36272	5/12/2023	1,573.16
233425	LAMERS BUS LINES, INC.	36567	5/12/2023	1,596.15
233426	LEITZA, JACKIE	51597	5/12/2023	25.20
233427	LONDERVILLE ENTERPRISES	7013302	5/12/2023	116.04
233428	MARA CTY TREASURER'S OFFICE	2758	5/12/2023	796.33
233429	MS GRAPHICS, LLC	2014-7014	5/12/2023	69.00
233429	MS GRAPHICS, LLC	2014-7028	5/12/2023	69.00
233429	MS GRAPHICS, LLC	2014-7021	5/12/2023	205.00
233429	MS GRAPHICS, LLC	2014-7027	5/12/2023	1,160.00
233430	PMA SECURITIES LLC	17956	5/12/2023	1,500.00
233431	RETTLER CORPORATION	23073	5/12/2023	42,000.00
233432	ROMA, BRENDA	Apr-23	5/12/2023	29.00
233432	ROMA, BRENDA	Mar-23	5/12/2023	37.50
233433	SALT SOFTWARE, LLC	SS3601	5/12/2023	41.65
233434	SONOVA USA, INC.	5138658856	5/12/2023	190.79
233435	SPHERO, INC.	159480	5/12/2023	4,617.43
233436	STAPLES ADVANTAGE	208393213	5/12/2023	21.80
233437	STERICYLCE, INC	4011635782	5/12/2023	98.97
233438	TEUKE, MICHAEL	WOR05022023	5/12/2023	55.00
233439	TREETOPPERS WRESTLING CLUB	551-223	5/12/2023	648.00

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233440	VENDUCATION, LLC.	2023-000773	5/12/2023	240.00
233441	WEINFURTER, GARY	May-23	5/12/2023	65.00
233442	YANG, TOU	REFUND STUDENT FEE	5/12/2023	320.00
233443	HMONG EGGROLL	Order: 002 09-May-23	5/19/2023	80.00
233444	MERRILL HIGH SCHOOL	EF51323	5/19/2023	150.00
233445	PINE VALLEY GOLF COURSE, INC.	EF05192023	5/19/2023	100.00
233446	A & A LOCK SERVICE	MAY.11.2023	5/19/2023	37.50
233447	ALL AMERICAN TAXI	6756	5/19/2023	84.00
233448	AWSA ASSOC WI SCHL ADM	31497	5/19/2023	181.00
233448	AWSA ASSOC WI SCHL ADM	31496	5/19/2023	181.00
233449	BACKGROUND INVESTIGATION BUREAU, LLC	INV-25558	5/19/2023	148.05
233449	BACKGROUND INVESTIGATION BUREAU, LLC	INV-25557	5/19/2023	1,529.85
233450	BODEN, JULI	51117	5/19/2023	35.95
233451	BOELTER COMPANIES, THE	98097275	5/19/2023	2,307.44
233451	BOELTER COMPANIES, THE	98101201	5/19/2023	2,416.27
233451	BOELTER COMPANIES, THE	98097273	5/19/2023	2,704.38
233452	BOUND TO STAY BOUND, INC.	11894	5/19/2023	160.90
233453	CHARTER COMMUNICATIONS, INC.	1842050323	5/19/2023	2,052.78
233454	CONDON OIL COMPANY	T70242	5/19/2023	822.68
233454	CONDON OIL COMPANY	T70240	5/19/2023	1,148.45
233454	CONDON OIL COMPANY	T70241	5/19/2023	1,339.36
233455	DC EVEREST MIDDLE SCHOOL	105	5/19/2023	18.60
233455	DC EVEREST MIDDLE SCHOOL	104	5/19/2023	60.00
233456	DIRECT ENERGY BUSINESS	HS33627821	5/19/2023	14,303.95
233457	EDUCATIONAL INNOVATIONS INC	866881-1	5/19/2023	1,715.67
233458	FEDEX, INC.	8-134-14656	5/19/2023	23.30
233459	GIA PUBLICATIONS INC	1199866	5/19/2023	54.10
233460	GORDON FOOD SERVICE INC	986042	5/19/2023	(50.39)
233460	GORDON FOOD SERVICE INC	17791381	5/19/2023	(23.20)
233460	GORDON FOOD SERVICE INC	17973751	5/19/2023	(19.31)
233460	GORDON FOOD SERVICE INC	227234275	5/19/2023	5.69
233460	GORDON FOOD SERVICE INC	227234277	5/19/2023	8.36
233460	GORDON FOOD SERVICE INC	227346892	5/19/2023	11.17
233460	GORDON FOOD SERVICE INC	227346889	5/19/2023	51.94
233460	GORDON FOOD SERVICE INC	227407336	5/19/2023	54.92
233460	GORDON FOOD SERVICE INC	227184109	5/19/2023	58.50
233460	GORDON FOOD SERVICE INC	227234270	5/19/2023	66.15
233460	GORDON FOOD SERVICE INC	227407334	5/19/2023	71.79
233460	GORDON FOOD SERVICE INC	227293679	5/19/2023	75.68
233460	GORDON FOOD SERVICE INC	227234265	5/19/2023	90.35
233460	GORDON FOOD SERVICE INC	227407338	5/19/2023	90.97
233460	GORDON FOOD SERVICE INC	227407343	5/19/2023	96.36
233460	GORDON FOOD SERVICE INC	227346886	5/19/2023	103.34
233460	GORDON FOOD SERVICE INC	227234268	5/19/2023	114.22

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233460	GORDON FOOD SERVICE INC	227407346	5/19/2023	152.38
233460	GORDON FOOD SERVICE INC	227407344	5/19/2023	159.20
233460	GORDON FOOD SERVICE INC	227346903	5/19/2023	159.50
233460	GORDON FOOD SERVICE INC	227407330	5/19/2023	196.81
233460	GORDON FOOD SERVICE INC	227346899	5/19/2023	275.53
233460	GORDON FOOD SERVICE INC	227184108	5/19/2023	334.28
233460	GORDON FOOD SERVICE INC	227346904	5/19/2023	361.32
233460	GORDON FOOD SERVICE INC	227407332	5/19/2023	410.37
233460	GORDON FOOD SERVICE INC	227184107	5/19/2023	458.34
233460	GORDON FOOD SERVICE INC	227234261	5/19/2023	462.43
233460	GORDON FOOD SERVICE INC	227346897	5/19/2023	491.11
233460	GORDON FOOD SERVICE INC	227234273	5/19/2023	495.73
233460	GORDON FOOD SERVICE INC	227346900	5/19/2023	499.04
233460	GORDON FOOD SERVICE INC	227234271	5/19/2023	535.93
233460	GORDON FOOD SERVICE INC	227407339	5/19/2023	562.39
233460	GORDON FOOD SERVICE INC	227407341	5/19/2023	582.73
233460	GORDON FOOD SERVICE INC	227407327	5/19/2023	612.36
233460	GORDON FOOD SERVICE INC	227346902	5/19/2023	797.39
233460	GORDON FOOD SERVICE INC	227184111	5/19/2023	797.39
233460	GORDON FOOD SERVICE INC	227407337	5/19/2023	802.24
233460	GORDON FOOD SERVICE INC	227184096	5/19/2023	866.80
233460	GORDON FOOD SERVICE INC	227346895	5/19/2023	876.33
233460	GORDON FOOD SERVICE INC	227346891	5/19/2023	921.16
233460	GORDON FOOD SERVICE INC	227407340	5/19/2023	933.62
233460	GORDON FOOD SERVICE INC	227346898	5/19/2023	1,034.21
233460	GORDON FOOD SERVICE INC	227234274	5/19/2023	1,158.38
233460	GORDON FOOD SERVICE INC	227346896	5/19/2023	1,281.69
233460	GORDON FOOD SERVICE INC	227184100	5/19/2023	1,307.52
233460	GORDON FOOD SERVICE INC	227184095	5/19/2023	1,338.23
233460	GORDON FOOD SERVICE INC	227346890	5/19/2023	1,580.63
233460	GORDON FOOD SERVICE INC	227346893	5/19/2023	1,746.42
233460	GORDON FOOD SERVICE INC	227234260	5/19/2023	2,173.39
233460	GORDON FOOD SERVICE INC	227234263	5/19/2023	2,332.14
233460	GORDON FOOD SERVICE INC	227346888	5/19/2023	2,614.37
233460	GORDON FOOD SERVICE INC	227346906	5/19/2023	3,071.68
233460	GORDON FOOD SERVICE INC	227407325	5/19/2023	3,802.43
233460	GORDON FOOD SERVICE INC	227407333	5/19/2023	4,613.87
233460	GORDON FOOD SERVICE INC	227184101	5/19/2023	4,856.94
233460	GORDON FOOD SERVICE INC	227234264	5/19/2023	6,222.08
233461	GREEN VALLEY SEPTIC LLC	17148	5/19/2023	330.00
233462	KEMPA-BOB KAY, VP MEMBERSHIP	5.15.23	5/19/2023	15.00
233463	KEY BENEFIT CONCEPTS, LLC.	2262245	5/19/2023	600.00
233464	LAMERS BUS LINES, INC.	36891 - JRH	5/19/2023	48.56
233464	LAMERS BUS LINES, INC.	36903	5/19/2023	52.21

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233464	LAMERS BUS LINES, INC.	36887	5/19/2023	52.21
233464	LAMERS BUS LINES, INC.	36885	5/19/2023	59.55
233464	LAMERS BUS LINES, INC.	36884	5/19/2023	93.38
233464	LAMERS BUS LINES, INC.	36883	5/19/2023	96.58
233464	LAMERS BUS LINES, INC.	36891- MS	5/19/2023	97.11
233464	LAMERS BUS LINES, INC.	36882	5/19/2023	103.62
233464	LAMERS BUS LINES, INC.	36893	5/19/2023	117.83
233464	LAMERS BUS LINES, INC.	36895	5/19/2023	135.84
233464	LAMERS BUS LINES, INC.	36879	5/19/2023	142.83
233464	LAMERS BUS LINES, INC.	36878	5/19/2023	144.04
233464	LAMERS BUS LINES, INC.	36900	5/19/2023	160.58
233464	LAMERS BUS LINES, INC.	36898	5/19/2023	187.96
233464	LAMERS BUS LINES, INC.	36904	5/19/2023	205.15
233464	LAMERS BUS LINES, INC.	36889	5/19/2023	215.11
233464	LAMERS BUS LINES, INC.	36892	5/19/2023	227.81
233464	LAMERS BUS LINES, INC.	36901	5/19/2023	238.82
233464	LAMERS BUS LINES, INC.	36896	5/19/2023	300.83
233464	LAMERS BUS LINES, INC.	36943	5/19/2023	311.00
233464	LAMERS BUS LINES, INC.	36902	5/19/2023	474.15
233464	LAMERS BUS LINES, INC.	36905	5/19/2023	532.11
233464	LAMERS BUS LINES, INC.	36888	5/19/2023	607.94
233464	LAMERS BUS LINES, INC.	36393	5/19/2023	2,608.78
233464	LAMERS BUS LINES, INC.	37149	5/19/2023	324,109.74
233465	LEDGE VIEW NATURE CENTER	10951	5/19/2023	132.00
233466	MARA CTY HEALTH DEPARTMENT	INV04376	5/19/2023	14.00
233467	MCHS OCCUPATIONAL HEALTH	3764-6329	5/19/2023	208.80
233467	MCHS OCCUPATIONAL HEALTH	3764-6330	5/19/2023	417.60
233467	MCHS OCCUPATIONAL HEALTH	3764-6637	5/19/2023	744.40
233468	MS GRAPHICS, LLC	2014-7029	5/19/2023	1,603.25
233469	NAPA AUTO PARTS, INC.	879582	5/19/2023	(83.33)
233469	NAPA AUTO PARTS, INC.	882396	5/19/2023	(74.64)
233469	NAPA AUTO PARTS, INC.	883003	5/19/2023	(62.79)
233469	NAPA AUTO PARTS, INC.	882943	5/19/2023	(45.31)
233469	NAPA AUTO PARTS, INC.	879108	5/19/2023	(4.12)
233469	NAPA AUTO PARTS, INC.	880882	5/19/2023	(0.55)
233469	NAPA AUTO PARTS, INC.	880441	5/19/2023	0.88
233469	NAPA AUTO PARTS, INC.	881271	5/19/2023	5.94
233469	NAPA AUTO PARTS, INC.	879129	5/19/2023	6.02
233469	NAPA AUTO PARTS, INC.	880793	5/19/2023	13.19
233469	NAPA AUTO PARTS, INC.	882901	5/19/2023	13.54
233469	NAPA AUTO PARTS, INC.	883015	5/19/2023	13.76
233469	NAPA AUTO PARTS, INC.	879097	5/19/2023	33.78
233469	NAPA AUTO PARTS, INC.	882336	5/19/2023	74.64
233469	NAPA AUTO PARTS, INC.	879368	5/19/2023	126.30

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233469	NAPA AUTO PARTS, INC.	882529	5/19/2023	153.41
233470	PITNEY BOWES INC	1023073125	5/19/2023	182.58
233471	PITNEY BOWES BANK INC PURCHASE POWER	04/26/2023 UPLOAD	5/19/2023	500.00
233472	RICS SEWER SERVICE LLC	JH04.26.23	5/19/2023	425.00
233473	SHRED-IT USA	8003840357	5/19/2023	120.87
233474	STAPLES ADVANTAGE	3537721793	5/19/2023	192.50
233475	THE APPLE GROUP, INC.	INV-005216	5/19/2023	1,950.00
233476	THOUSAND LUMENS PRODUCTIONS	#168	5/19/2023	2,843.60
233477	TITO INC	14625	5/19/2023	475.00
233478	U.S. WATER, LLC.	164861	5/19/2023	169.00
233479	VENTRIS LEARNING	20234428	5/19/2023	301.00
233480	WASPA	6535	5/19/2023	550.00
233481	WHITEFEATHER ORGANICS, LLC.	6699	5/19/2023	831.60
233482	MARK HARRING STANDING CHAPTER 13 TRUST	05192023A	5/19/2023	441.96
233483	RAUSCH STURM-ATTORNEYS-DEBT COLLECTION	05192023A	5/19/2023	166.50
233484	UNITED WAY OF MARATHON CNTY	20230519ADUWAY	5/19/2023	693.27
233485	HILTON ORLANDO LAKE BUENA VISTA	6.26.23	5/26/2023	495.00
233486	LAMERS BUS LINES, INC.	37361	5/26/2023	584.31
233487	REDEEMER EVANG LUTH CHURCH	Letter	5/26/2023	700.00
233488	VILLAGE OF ROTHSCHILD	6012023	5/26/2023	94.50
233489	WI PUBLIC SERVICE	4589730376	5/26/2023	2,159.91
233490	A & A LOCK SERVICE	MAY.22.2023	5/26/2023	190.00
233491	ACADEMIC THERAPY PUBLICATIONS, INC	311602	5/26/2023	290.60
233491	ACADEMIC THERAPY PUBLICATIONS, INC	311603	5/26/2023	510.80
233492	ADVANCED FITNESS SERVICE	1692	5/26/2023	1,140.62
233493	AMELSE, MARCELLA	AP PROCTOR 2023	5/26/2023	940.00
233494	APPLE INC - AR	AL23804244	5/26/2023	49.00
233495	BETHLEHEM COMM-RO.,INC.	BETH-4K-MAY2023	5/26/2023	5,092.00
233496	BLINDSMADEINIUSA.COM	3416	5/26/2023	574.75
233497	BLUELAB CORPORATION USA INC.	215548	5/26/2023	425.00
233498	BOELTER COMPANIES, THE	98105417	5/26/2023	92.41
233498	BOELTER COMPANIES, THE	98105418	5/26/2023	141.50
233498	BOELTER COMPANIES, THE	98105416	5/26/2023	754.77
233499	BOSMAN, TOM	AP PROCTOR 2023	5/26/2023	303.00
233500	CHOPP, BRUCE	AP PROCTOR 2023	5/26/2023	320.00
233501	COUNTRYSIDE FENCE AND SERVICES, LLC.	20464	5/26/2023	1,287.00
233502	DESTINATIONS CAREER ACADEMY OF WISCONSIN	042823-DCA-039	5/26/2023	1,050.00
233503	FERGUS, PATRICK	AP PROCTOR 2023	5/26/2023	460.00
233504	GORDON FOOD SERVICE INC	18028416	5/26/2023	(21.60)
233504	GORDON FOOD SERVICE INC	227669135	5/26/2023	2.82
233504	GORDON FOOD SERVICE INC	227184113	5/26/2023	5.66
233504	GORDON FOOD SERVICE INC	227513496	5/26/2023	11.20
233504	GORDON FOOD SERVICE INC	227669127	5/26/2023	16.76
233504	GORDON FOOD SERVICE INC	227184099	5/26/2023	33.52

**DC EVEREST AREA SCHOOL DISTRICT
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233504	GORDON FOOD SERVICE INC	227513483	5/26/2023	47.48
233504	GORDON FOOD SERVICE INC	227565993	5/26/2023	53.07
233504	GORDON FOOD SERVICE INC	227513498	5/26/2023	56.09
233504	GORDON FOOD SERVICE INC	227184104	5/26/2023	56.57
233504	GORDON FOOD SERVICE INC	227669138	5/26/2023	80.09
233504	GORDON FOOD SERVICE INC	227566001	5/26/2023	87.29
233504	GORDON FOOD SERVICE INC	227669122	5/26/2023	89.70
233504	GORDON FOOD SERVICE INC	227513487	5/26/2023	91.99
233504	GORDON FOOD SERVICE INC	227184092	5/26/2023	118.10
233504	GORDON FOOD SERVICE INC	227184094	5/26/2023	118.58
233504	GORDON FOOD SERVICE INC	227565992	5/26/2023	142.44
233504	GORDON FOOD SERVICE INC	227669125	5/26/2023	152.27
233504	GORDON FOOD SERVICE INC	227669131	5/26/2023	152.45
233504	GORDON FOOD SERVICE INC	227513497	5/26/2023	206.94
233504	GORDON FOOD SERVICE INC	227513492	5/26/2023	219.34
233504	GORDON FOOD SERVICE INC	227669130	5/26/2023	244.34
233504	GORDON FOOD SERVICE INC	227669132	5/26/2023	284.29
233504	GORDON FOOD SERVICE INC	227565991	5/26/2023	302.57
233504	GORDON FOOD SERVICE INC	227669137	5/26/2023	371.42
233504	GORDON FOOD SERVICE INC	227669120	5/26/2023	378.23
233504	GORDON FOOD SERVICE INC	227513477	5/26/2023	382.44
233504	GORDON FOOD SERVICE INC	227513493	5/26/2023	411.53
233504	GORDON FOOD SERVICE INC	227669121	5/26/2023	466.07
233504	GORDON FOOD SERVICE INC	227513479	5/26/2023	486.29
233504	GORDON FOOD SERVICE INC	227513494	5/26/2023	496.37
233504	GORDON FOOD SERVICE INC	227565989	5/26/2023	516.54
233504	GORDON FOOD SERVICE INC	227513490	5/26/2023	588.81
233504	GORDON FOOD SERVICE INC	227565987	5/26/2023	642.43
233504	GORDON FOOD SERVICE INC	227565985	5/26/2023	659.11
233504	GORDON FOOD SERVICE INC	227565988	5/26/2023	661.69
233504	GORDON FOOD SERVICE INC	227513491	5/26/2023	673.69
233504	GORDON FOOD SERVICE INC	227184097	5/26/2023	681.38
233504	GORDON FOOD SERVICE INC	227565990	5/26/2023	688.16
233504	GORDON FOOD SERVICE INC	227565994	5/26/2023	718.56
233504	GORDON FOOD SERVICE INC	227513478	5/26/2023	783.76
233504	GORDON FOOD SERVICE INC	227565996	5/26/2023	820.99
233504	GORDON FOOD SERVICE INC	227184110	5/26/2023	832.81
233504	GORDON FOOD SERVICE INC	227566984	5/26/2023	864.50
233504	GORDON FOOD SERVICE INC	227669133	5/26/2023	865.69
233504	GORDON FOOD SERVICE INC	227669126	5/26/2023	896.54
233504	GORDON FOOD SERVICE INC	227184102	5/26/2023	897.22
233504	GORDON FOOD SERVICE INC	227513480	5/26/2023	954.64
233504	GORDON FOOD SERVICE INC	227184114	5/26/2023	1,048.57
233504	GORDON FOOD SERVICE INC	227513484	5/26/2023	1,137.94

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233504	GORDON FOOD SERVICE INC	227669128	5/26/2023	1,181.87
233504	GORDON FOOD SERVICE INC	227513499	5/26/2023	1,368.83
233504	GORDON FOOD SERVICE INC	227513486	5/26/2023	1,373.20
233504	GORDON FOOD SERVICE INC	227669119	5/26/2023	1,452.58
233504	GORDON FOOD SERVICE INC	227669134	5/26/2023	1,470.23
233504	GORDON FOOD SERVICE INC	227669136	5/26/2023	1,547.86
233504	GORDON FOOD SERVICE INC	227513485	5/26/2023	1,680.32
233504	GORDON FOOD SERVICE INC	227234266	5/26/2023	1,934.81
233504	GORDON FOOD SERVICE INC	227184093	5/26/2023	1,990.17
233504	GORDON FOOD SERVICE INC	227513488	5/26/2023	2,618.47
233504	GORDON FOOD SERVICE INC	227184112	5/26/2023	2,626.34
233504	GORDON FOOD SERVICE INC	227566000	5/26/2023	3,703.43
233504	GORDON FOOD SERVICE INC	227566986	5/26/2023	4,412.41
233505	GREEN VALLEY SEPTIC LLC	17155	5/26/2023	200.00
233506	JOHNSON, ROBERT	AP PROCTOR 2023	5/26/2023	450.00
233507	KESSENICH'S	212805214	5/26/2023	1,439.43
233508	LAMERS BUS LINES, INC.	37331	5/26/2023	52.21
233508	LAMERS BUS LINES, INC.	MS-37399	5/26/2023	61.10
233508	LAMERS BUS LINES, INC.	JRH-37399	5/26/2023	61.11
233508	LAMERS BUS LINES, INC.	37381	5/26/2023	62.36
233508	LAMERS BUS LINES, INC.	37382	5/26/2023	82.48
233508	LAMERS BUS LINES, INC.	37247	5/26/2023	86.13
233508	LAMERS BUS LINES, INC.	37388	5/26/2023	93.02
233508	LAMERS BUS LINES, INC.	37245	5/26/2023	94.44
233508	LAMERS BUS LINES, INC.	37256	5/26/2023	104.42
233508	LAMERS BUS LINES, INC.	37249	5/26/2023	107.81
233508	LAMERS BUS LINES, INC.	37235	5/26/2023	114.16
233508	LAMERS BUS LINES, INC.	37236	5/26/2023	115.06
233508	LAMERS BUS LINES, INC.	37244	5/26/2023	116.26
233508	LAMERS BUS LINES, INC.	36976	5/26/2023	122.21
233508	LAMERS BUS LINES, INC.	36975	5/26/2023	127.27
233508	LAMERS BUS LINES, INC.	37258	5/26/2023	131.71
233508	LAMERS BUS LINES, INC.	37238	5/26/2023	131.81
233508	LAMERS BUS LINES, INC.	JRH-37398	5/26/2023	131.84
233508	LAMERS BUS LINES, INC.	37400	5/26/2023	132.66
233508	LAMERS BUS LINES, INC.	37387	5/26/2023	148.88
233508	LAMERS BUS LINES, INC.	37241	5/26/2023	194.88
233508	LAMERS BUS LINES, INC.	37248	5/26/2023	200.04
233508	LAMERS BUS LINES, INC.	37386	5/26/2023	207.64
233508	LAMERS BUS LINES, INC.	37401	5/26/2023	211.14
233508	LAMERS BUS LINES, INC.	37380	5/26/2023	215.95
233508	LAMERS BUS LINES, INC.	37254	5/26/2023	229.43
233508	LAMERS BUS LINES, INC.	MS-37398	5/26/2023	263.68
233508	LAMERS BUS LINES, INC.	37403	5/26/2023	267.82

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233508	LAMERS BUS LINES, INC.	37405	5/26/2023	279.80
233508	LAMERS BUS LINES, INC.	37253	5/26/2023	322.18
233508	LAMERS BUS LINES, INC.	37383	5/26/2023	360.02
233508	LAMERS BUS LINES, INC.	37385	5/26/2023	436.50
233508	LAMERS BUS LINES, INC.	37404	5/26/2023	466.94
233508	LAMERS BUS LINES, INC.	37384	5/26/2023	467.41
233508	LAMERS BUS LINES, INC.	37406	5/26/2023	822.48
233509	LEE, MOUA	523,665,226,255,619	5/26/2023	202.40
233510	LONDERVILLE ENTERPRISES	7014724	5/26/2023	130.24
233511	MAJERLE, JUDY	AP PROCTOR 2023	5/26/2023	340.00
233512	MAJERLE, PAUL	AP PROCTOR 2023	5/26/2023	210.00
233513	MASTERS BUILDING SOLUTIONS INC	J018777	5/26/2023	184.00
233514	MOUNT OLIVE LUTHERAN CHURCH	AP TESTING 2023	5/26/2023	562.00
233515	MS GRAPHICS, LLC	2014-5040	5/26/2023	440.00
233516	MUELLER, DENNIS	AP PROCTOR 2023	5/26/2023	520.00
233517	PARTS TOWN, LLC.	32929593	5/26/2023	191.56
233518	PROGRESSIVE TRAVEL, INC.	13779	5/26/2023	193.20
233519	RETTLER CORPORATION	23088	5/26/2023	1,448.75
233520	ROBERT PAYNE PHOTOGRAPHY INC.	5182023	5/26/2023	1,155.00
233521	SALTER, MICHAEL	AP PROCTOR 2023	5/26/2023	160.00
233522	ST JOHN LUTHERAN SCHOOL	STJO-4K-MAY2023	5/26/2023	2,948.00
233523	SWITS LTD	II-5988	5/26/2023	135.00
233524	WI ASCD WASCD	242	5/26/2023	69.00
233525	WI FBLA INC	5.22.23	5/26/2023	4,269.76
233526	ZIPGROW USA INC.	1105	5/26/2023	389.21
233527	COLLEGE ENTRANCE EXAMINATION BOARD	A241300041	5/26/2023	60,947.00
233528	EAU CLAIRE MEMORIAL HS	EF05242023	6/2/2023	70.00
233529	NORTHWOOD GOLF CLUB	EF052323	6/2/2023	150.00
233530	VILLAGE OF WESTON	DCE 052423	6/2/2023	85.00
233531	AMERICAN ENGINEERING TESTING INC	INV-127652	6/2/2023	4,922.50
233532	BACKGROUND INVESTIGATION BUREAU, LLC	INV-26470	6/2/2023	14.00
233533	BENNETT HARDWOODS INC	17948	6/2/2023	612.00
233534	CELLCOM - WAUSAU	877598	6/2/2023	326.92
233534	CELLCOM - WAUSAU	875047	6/2/2023	1,111.95
233535	FLIPSIDE GRAPHICS, LLC.	Sensory Bus 2023	6/2/2023	7,517.00
233536	GORDON FOOD SERVICE INC	227722296	6/2/2023	14.14
233536	GORDON FOOD SERVICE INC	227722282	6/2/2023	54.88
233536	GORDON FOOD SERVICE INC	227722276	6/2/2023	63.94
233536	GORDON FOOD SERVICE INC	226580100	6/2/2023	76.85
233536	GORDON FOOD SERVICE INC	227722297	6/2/2023	114.51
233536	GORDON FOOD SERVICE INC	227722294	6/2/2023	148.09
233536	GORDON FOOD SERVICE INC	227722280	6/2/2023	221.40
233536	GORDON FOOD SERVICE INC	227722298	6/2/2023	284.17
233536	GORDON FOOD SERVICE INC	227722287	6/2/2023	309.64

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233536	GORDON FOOD SERVICE INC	227009701	6/2/2023	325.08
233536	GORDON FOOD SERVICE INC	227722284	6/2/2023	329.59
233536	GORDON FOOD SERVICE INC	226836920	6/2/2023	425.74
233536	GORDON FOOD SERVICE INC	227722278	6/2/2023	670.94
233536	GORDON FOOD SERVICE INC	227722281	6/2/2023	680.62
233536	GORDON FOOD SERVICE INC	227722283	6/2/2023	744.37
233536	GORDON FOOD SERVICE INC	227722293	6/2/2023	764.60
233536	GORDON FOOD SERVICE INC	227722288	6/2/2023	781.70
233536	GORDON FOOD SERVICE INC	227722295	6/2/2023	921.64
233536	GORDON FOOD SERVICE INC	227722290	6/2/2023	1,700.87
233536	GORDON FOOD SERVICE INC	227722279	6/2/2023	3,122.57
233537	HUSNICK, JEREMY	WOR05252023	6/2/2023	80.00
233538	K12 MANAGEMENT INC. DBA FUELED	INV-41133	6/2/2023	1,999.00
233539	KESSENICH'S	212805383	6/2/2023	667.79
233540	KITE, PRISCILLA	202339	6/2/2023	175.00
233541	LAMERS BUS LINES, INC.	37794	6/2/2023	52.66
233541	LAMERS BUS LINES, INC.	37402	6/2/2023	61.89
233541	LAMERS BUS LINES, INC.	37786	6/2/2023	72.06
233541	LAMERS BUS LINES, INC.	37797	6/2/2023	90.97
233541	LAMERS BUS LINES, INC.	36254	6/2/2023	94.86
233541	LAMERS BUS LINES, INC.	37742	6/2/2023	101.83
233541	LAMERS BUS LINES, INC.	37787	6/2/2023	104.53
233541	LAMERS BUS LINES, INC.	37744	6/2/2023	112.26
233541	LAMERS BUS LINES, INC.	37789	6/2/2023	129.53
233541	LAMERS BUS LINES, INC.	37774	6/2/2023	129.89
233541	LAMERS BUS LINES, INC.	37785	6/2/2023	132.31
233541	LAMERS BUS LINES, INC.	37788	6/2/2023	132.31
233541	LAMERS BUS LINES, INC.	37743	6/2/2023	132.74
233541	LAMERS BUS LINES, INC.	37773	6/2/2023	137.33
233541	LAMERS BUS LINES, INC.	37757	6/2/2023	138.94
233541	LAMERS BUS LINES, INC.	MS-37792	6/2/2023	139.50
233541	LAMERS BUS LINES, INC.	JRH-37792	6/2/2023	139.50
233541	LAMERS BUS LINES, INC.	37755	6/2/2023	158.76
233541	LAMERS BUS LINES, INC.	37746	6/2/2023	188.03
233541	LAMERS BUS LINES, INC.	37795	6/2/2023	194.36
233541	LAMERS BUS LINES, INC.	37799	6/2/2023	221.63
233541	LAMERS BUS LINES, INC.	37764	6/2/2023	268.84
233541	LAMERS BUS LINES, INC.	35574	6/2/2023	286.04
233541	LAMERS BUS LINES, INC.	37800	6/2/2023	312.34
233541	LAMERS BUS LINES, INC.	37798	6/2/2023	320.47
233541	LAMERS BUS LINES, INC.	37801	6/2/2023	323.76
233541	LAMERS BUS LINES, INC.	37803	6/2/2023	329.81
233541	LAMERS BUS LINES, INC.	37806	6/2/2023	338.91
233541	LAMERS BUS LINES, INC.	35566	6/2/2023	388.46

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233541	LAMERS BUS LINES, INC.	35569	6/2/2023	421.88
233542	MARA CTY HEALTH DEPARTMENT	INV04447	6/2/2023	14.00
233543	MARATHON CO. HEALTH DEPT	6122023	6/2/2023	2,418.00
233544	PEACEFUL SOLUTIONS COUNSELING, INC.	DCE-18	6/2/2023	1,200.00
233545	RICS SEWER SERVICE LLC	JH05.12.2023	6/2/2023	750.00
233546	SODEXO, INC & AFFILIATES-UW EAU CLAIRE	204612	6/2/2023	45.00
233547	SONOVA USA, INC.	5138812513	6/2/2023	909.00
233547	SONOVA USA, INC.	5138536440	6/2/2023	1,726.69
233548	SYSCO FOOD SERVICES OF BARABOO	318926319	6/2/2023	255.18
233549	TEUKE, MICHAEL	WOR05252023	6/2/2023	80.00
233550	THE MINT CAFE, INC	05172023d	6/2/2023	1,019.10
233551	WALSWORTH PUBLISHING CO INC	2125325	6/2/2023	25,716.78
233552	WEST MUSIC CO	SI2282930	6/2/2023	30.00
233553	WORDEN ENTERPRISES	8072	6/2/2023	170,874.11
233554	KOHN LAW FIRM SC	06022023A	6/2/2023	233.23
233555	MARK HARRING STANDING CHAPTER 13 TRUST	06022023A	6/2/2023	441.96
233556	RAUSCH STURM-ATTORNEYS-DEBT COLLECTION	06022023A	6/2/2023	151.51
233557	UNITED WAY OF MARATHON CNTY	20230602ADUWAY	6/2/2023	693.27
233558	DC EVEREST AREA SCHOOL DISTRICT	EF06012023	6/9/2023	165.00
233559	DYNAMIC INTERNET SOLUTIONS, LLC	1012885	6/9/2023	630.00
233560	HILTON ORLANDO LAKE BUENA VISTA	5.30.23	6/9/2023	1,670.64
233561	HMONG AMERICAN CENTER	July 29-30, 2023	6/9/2023	60.00
233562	THE UNIVERSITY OF TEXAS AT EL PASO	V0008363	6/9/2023	665.00
233563	US TREASURY	PCOR 2023	6/9/2023	291.56
233564	WI PUBLIC SERVICE	4604056216	6/9/2023	408.97
233564	WI PUBLIC SERVICE	4602538501	6/9/2023	432.31
233564	WI PUBLIC SERVICE	4596519160	6/9/2023	456.58
233564	WI PUBLIC SERVICE	4603602641	6/9/2023	520.51
233564	WI PUBLIC SERVICE	4602291945	6/9/2023	745.53
233564	WI PUBLIC SERVICE	4602391494	6/9/2023	803.89
233564	WI PUBLIC SERVICE	4603400900	6/9/2023	927.14
233564	WI PUBLIC SERVICE	4604078959	6/9/2023	100,329.97
233565	ALEXANDER, TRACIE	23292	6/9/2023	19.96
233566	ALLEN, GREGORY	51862	6/9/2023	16.10
233567	ALLEN, SHARA	23418	6/9/2023	9.35
233568	ALLIANT UTILITIES/WP&L	May-23	6/9/2023	1,488.00
233569	APG MEDIA OF WI-REGIONAL	AprMayJet23	6/9/2023	1,100.00
233570	AUGSBURG UNIVERSITY	CV-7577-0032-0032	6/9/2023	775.00
233571	AURES, KAM	23207	6/9/2023	13.00
233572	BABL, SARA	23407	6/9/2023	19.56
233573	BECKER ARENA PROD INC	608921	6/9/2023	34.26
233574	BELTON, AUSTIN	23353	6/9/2023	22.70
233575	BERRY, LISA	23349	6/9/2023	28.40
233576	BLIESE, ANISSA	54542	6/9/2023	96.50

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233577	BOELTER COMPANIES, THE	98112027	6/9/2023	1,233.83
233578	BORCHARDT, BETH	LIBR FINE REFUND	6/9/2023	14.50
233579	BRADFORD, KELLY	22507	6/9/2023	8.25
233580	BUELOW, SUZANNE	23720	6/9/2023	14.50
233581	BURNETT, DARCY	23738	6/9/2023	8.05
233582	BYTESPEED LLC	INV0164236	6/9/2023	27,580.00
233583	CALLTOWER	201433606	6/9/2023	707.95
233584	CLARKE, DEANNA	23342	6/9/2023	9.05
233585	COLLINS, HEATHER	MAY2023 MILEAGE	6/9/2023	153.40
233586	COUNTRYREPORTS	D621	6/9/2023	125.00
233587	CROOKS, KAITLYN	23205	6/9/2023	9.55
233588	CURTIS, LINDA	JUN2023 ITEM	6/9/2023	100.00
233589	DAMPIER, HEIDI	23327	6/9/2023	52.40
233590	DEMILLE, KIM	51865	6/9/2023	28.40
233591	EATON, DANIEL	54289	6/9/2023	52.00
233592	EBSER, STEVEN	231432	6/9/2023	187.75
233593	EMERGENCY MEDICAL PRODUCTS	2543207	6/9/2023	20.16
233594	ESKER, ALICIA	23114	6/9/2023	21.95
233595	EVOLUTIONS IN DESIGN	71621	6/9/2023	60.00
233596	FOX, JENNIFER	23531	6/9/2023	13.25
233597	GOETSCH, KELLIE	23233	6/9/2023	59.30
233598	GORDON FOOD SERVICE INC	227346902-	6/9/2023	(545.87)
233598	GORDON FOOD SERVICE INC	985724	6/9/2023	(94.62)
233598	GORDON FOOD SERVICE INC	227862254	6/9/2023	208.79
233598	GORDON FOOD SERVICE INC	227862256	6/9/2023	235.05
233598	GORDON FOOD SERVICE INC	227862259	6/9/2023	460.27
233599	GRUBB, JOSHUA	23781	6/9/2023	22.65
233600	HANSEN, TRESSIE	23762	6/9/2023	33.30
233601	HARTL, RYAN	REF05302023	6/9/2023	92.50
233602	HINTZ, ROBBY	22728	6/9/2023	73.10
233603	HOELSCHER, LANCE	23437	6/9/2023	9.45
233604	HOGENTOGLER & CO INC.	0304066-IN	6/9/2023	2,404.24
233605	JELMELAND, JENNY	22704	6/9/2023	18.20
233606	JOHNSON, MIKE	56653	6/9/2023	45.40
233607	JOSTENS OF NORTHERN WI	606Annis-DCEHS2023	6/9/2023	58.00
233608	KINDERMAN, ROBERT	Roth M/C Night 4/4/2	6/9/2023	650.00
233609	KING, SHANON	PAT ON THE BACK	6/9/2023	50.00
233610	KONKEL, BARBARA	51345	6/9/2023	29.70
233611	KRAUSE, LISA	23692	6/9/2023	27.45
233612	KYLES CONSULTING LLC	1523	6/9/2023	1,550.00
233613	LAMERS BUS LINES, INC.	37767	6/9/2023	54.12
233613	LAMERS BUS LINES, INC.	38081	6/9/2023	60.53
233613	LAMERS BUS LINES, INC.	38082	6/9/2023	75.82
233613	LAMERS BUS LINES, INC.	38885	6/9/2023	84.27

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233613	LAMERS BUS LINES, INC.	36897	6/9/2023	94.83
233613	LAMERS BUS LINES, INC.	38092	6/9/2023	104.42
233613	LAMERS BUS LINES, INC.	38136	6/9/2023	104.42
233613	LAMERS BUS LINES, INC.	38079	6/9/2023	114.73
233613	LAMERS BUS LINES, INC.	38089	6/9/2023	117.43
233613	LAMERS BUS LINES, INC.	38118	6/9/2023	119.08
233613	LAMERS BUS LINES, INC.	38080	6/9/2023	119.48
233613	LAMERS BUS LINES, INC.	38135	6/9/2023	120.08
233613	LAMERS BUS LINES, INC.	38891	6/9/2023	123.28
233613	LAMERS BUS LINES, INC.	38087	6/9/2023	124.71
233613	LAMERS BUS LINES, INC.	38109	6/9/2023	149.80
233613	LAMERS BUS LINES, INC.	38088	6/9/2023	184.20
233613	LAMERS BUS LINES, INC.	38075	6/9/2023	208.35
233613	LAMERS BUS LINES, INC.	JRH-38112	6/9/2023	210.03
233613	LAMERS BUS LINES, INC.	32597	6/9/2023	216.38
233613	LAMERS BUS LINES, INC.	38901	6/9/2023	221.72
233613	LAMERS BUS LINES, INC.	38886	6/9/2023	242.33
233613	LAMERS BUS LINES, INC.	38091	6/9/2023	250.04
233613	LAMERS BUS LINES, INC.	38078	6/9/2023	256.96
233613	LAMERS BUS LINES, INC.	38116	6/9/2023	264.11
233613	LAMERS BUS LINES, INC.	38131	6/9/2023	271.83
233613	LAMERS BUS LINES, INC.	38095	6/9/2023	283.44
233613	LAMERS BUS LINES, INC.	38130	6/9/2023	309.25
233613	LAMERS BUS LINES, INC.	38129	6/9/2023	322.03
233613	LAMERS BUS LINES, INC.	MS-38112	6/9/2023	420.05
233613	LAMERS BUS LINES, INC.	38132	6/9/2023	433.29
233613	LAMERS BUS LINES, INC.	38115	6/9/2023	465.45
233613	LAMERS BUS LINES, INC.	37804	6/9/2023	511.88
233613	LAMERS BUS LINES, INC.	38113	6/9/2023	527.01
233613	LAMERS BUS LINES, INC.	37805	6/9/2023	540.38
233613	LAMERS BUS LINES, INC.	38134	6/9/2023	574.31
233613	LAMERS BUS LINES, INC.	37768	6/9/2023	592.87
233613	LAMERS BUS LINES, INC.	38119	6/9/2023	624.59
233613	LAMERS BUS LINES, INC.	374,043,776,637,765	6/9/2023	648.96
233613	LAMERS BUS LINES, INC.	38133	6/9/2023	875.16
233614	LILLY, JENNIFER	MAY2023 MILEAGE	6/9/2023	191.26
233615	LONDERVILLE ENTERPRISES	7015521	6/9/2023	100.02
233616	LOR, PAOCHOUA	REF05232023	6/9/2023	60.00
233616	LOR, PAOCHOUA	REF0512132023	6/9/2023	200.00
233617	MACDONALD, SARA	23727	6/9/2023	11.80
233618	MAKI, RACHEL	23410	6/9/2023	38.15
233619	MIDDLESTEADT, MARK	23460	6/9/2023	29.90
233620	MS GRAPHICS, LLC	2014-7002	6/9/2023	50.00
233620	MS GRAPHICS, LLC	2014-7006, 5005	6/9/2023	347.00

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233621	NAPA AUTO PARTS, INC.	883302	6/9/2023	0.76
233621	NAPA AUTO PARTS, INC.	886424	6/9/2023	2.49
233621	NAPA AUTO PARTS, INC.	885561	6/9/2023	7.90
233621	NAPA AUTO PARTS, INC.	885577	6/9/2023	8.90
233621	NAPA AUTO PARTS, INC.	887568	6/9/2023	8.98
233621	NAPA AUTO PARTS, INC.	883413	6/9/2023	9.88
233621	NAPA AUTO PARTS, INC.	883415	6/9/2023	10.79
233621	NAPA AUTO PARTS, INC.	887222	6/9/2023	12.06
233621	NAPA AUTO PARTS, INC.	884043	6/9/2023	14.84
233621	NAPA AUTO PARTS, INC.	883412	6/9/2023	14.85
233621	NAPA AUTO PARTS, INC.	886312	6/9/2023	15.75
233621	NAPA AUTO PARTS, INC.	886278	6/9/2023	16.42
233621	NAPA AUTO PARTS, INC.	883414	6/9/2023	16.64
233621	NAPA AUTO PARTS, INC.	881480	6/9/2023	31.76
233621	NAPA AUTO PARTS, INC.	886032	6/9/2023	35.28
233621	NAPA AUTO PARTS, INC.	885889	6/9/2023	49.93
233621	NAPA AUTO PARTS, INC.	886279	6/9/2023	57.97
233621	NAPA AUTO PARTS, INC.	885618	6/9/2023	59.39
233621	NAPA AUTO PARTS, INC.	885429	6/9/2023	61.98
233621	NAPA AUTO PARTS, INC.	883420	6/9/2023	65.94
233621	NAPA AUTO PARTS, INC.	882675	6/9/2023	81.25
233621	NAPA AUTO PARTS, INC.	884287	6/9/2023	113.38
233621	NAPA AUTO PARTS, INC.	886154	6/9/2023	121.26
233621	NAPA AUTO PARTS, INC.	883543	6/9/2023	137.22
233621	NAPA AUTO PARTS, INC.	883416	6/9/2023	204.81
233621	NAPA AUTO PARTS, INC.	884083	6/9/2023	283.00
233621	NAPA AUTO PARTS, INC.	887168	6/9/2023	447.56
233622	NEMITZ, BRENDA	23271	6/9/2023	16.30
233623	NIBARGER, LAURIE	23545	6/9/2023	20.10
233624	P'NG, MARGERET	23515	6/9/2023	25.70
233625	PERFORMANCE TIMING LLC	WOR05252023	6/9/2023	1,000.00
233626	PITNEY BOWES GLOBAL FINANCIAL SERVICES,	10729310	6/9/2023	408.99
233627	POSPYHALLA, TOM	22711	6/9/2023	90.35
233628	PUPP, CHAD	JUN012023	6/9/2023	18.04
233629	ROBLE, CANDI	23306	6/9/2023	36.75
233630	SCHROEDER, ERIK	23333	6/9/2023	72.85
233631	SCHULTZ, KEVIN	23350	6/9/2023	50.15
233632	SCHULZ, ROBERT	23341	6/9/2023	10.90
233633	SITEONE LANDSCAPE SUPPLY, LLC	128575519-002	6/9/2023	2,225.16
233634	STERLING WATER INC	342X11190207	6/9/2023	79.95
233634	STERLING WATER INC	342X11140301	6/9/2023	2,079.55
233635	TESCH, PENNY	23734	6/9/2023	46.70
233636	TOMAHAWK PUBLIC LIBRARY	5/31/2023	6/9/2023	26.00
233637	UNDERGROUND SOUND & LIGHTING PRODUC	1124	6/9/2023	2,400.00

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233638	UPPER, TRENTON	21767	6/9/2023	19.80
233639	VANG, MAI	PAT ON THE BACK	6/9/2023	100.00
233640	VILLAGE OF WESTON	FEB-MAY 2023 2145-00	6/9/2023	517.95
233640	VILLAGE OF WESTON	APR-MAY 2023 6577-00	6/9/2023	595.90
233640	VILLAGE OF WESTON	FEB-MAY 2023 2749-00	6/9/2023	2,289.60
233640	VILLAGE OF WESTON	FEB-MAY 2023 2025-00	6/9/2023	7,092.20
233640	VILLAGE OF WESTON	FEB-MAY 2023 2146-00	6/9/2023	7,238.84
233641	WASMUNDT, PATRICE	23739	6/9/2023	56.20
233642	WATT, DANA	23529	6/9/2023	55.00
233643	WEBIT TREASURER, DIANE WEINHEIMER-WEE	1462	6/9/2023	50.00
233644	WILTON, KATHERINE	22504	6/9/2023	39.00
233645	WOODWIND & BRASSWIND, INC	ARINV67406069	6/9/2023	2,920.00
233646	ZWICKY, JEFF	PAT ON THE BACK	6/9/2023	50.00
222303159	ABBIEHL, DAREN	WOR05042023	5/12/2023	80.00
222303160	ALFONSO, JAMES	REF05022023	5/12/2023	134.50
222303161	AMAZON CAPITAL SERVICES	1199-9Q6W-C4TX	5/12/2023	(25.59)
222303161	AMAZON CAPITAL SERVICES	1R1K-GP3Y-469M	5/12/2023	8.68
222303161	AMAZON CAPITAL SERVICES	1FR6-X3HX-HNX1	5/12/2023	10.18
222303161	AMAZON CAPITAL SERVICES	1FR6-X3HX-TML1	5/12/2023	14.58
222303161	AMAZON CAPITAL SERVICES	1K97-HY9X-V6DG	5/12/2023	20.99
222303161	AMAZON CAPITAL SERVICES	1NFP-LH73-TF6X	5/12/2023	25.07
222303161	AMAZON CAPITAL SERVICES	1CHY-KT4T-C7WQ	5/12/2023	25.98
222303161	AMAZON CAPITAL SERVICES	1FM1-DTFC-TCN1	5/12/2023	31.74
222303161	AMAZON CAPITAL SERVICES	1FR6-X3HX-CNCQ	5/12/2023	34.00
222303161	AMAZON CAPITAL SERVICES	1DFY-GX1D-GVNC	5/12/2023	37.99
222303161	AMAZON CAPITAL SERVICES	1LPM-1MMQ-MTQL	5/12/2023	40.35
222303161	AMAZON CAPITAL SERVICES	14KW-DQKQ-79XF	5/12/2023	52.95
222303161	AMAZON CAPITAL SERVICES	1TQF-WK6Y-N41L	5/12/2023	72.46
222303161	AMAZON CAPITAL SERVICES	1DT4-FRFG-HWNL	5/12/2023	153.40
222303161	AMAZON CAPITAL SERVICES	1J6F-F3LK-MK6P	5/12/2023	179.82
222303161	AMAZON CAPITAL SERVICES	1Q1L-61MX-NPRW	5/12/2023	212.00
222303161	AMAZON CAPITAL SERVICES	1YNM-4CGV-FVF1	5/12/2023	215.89
222303161	AMAZON CAPITAL SERVICES	1V7T-YKTC-GPYF	5/12/2023	308.68
222303161	AMAZON CAPITAL SERVICES	11DM-MDQ3-JF97	5/12/2023	312.33
222303161	AMAZON CAPITAL SERVICES	13G7-T7LV-419Q	5/12/2023	846.13
222303162	AMERICAN WELDING & GAS INC	9289816	5/12/2023	24.73
222303162	AMERICAN WELDING & GAS INC	9206710	5/12/2023	28.11
222303163	ARAMARK UNIFORM SERVICES, INC	APR2023 CUSTODIAL	5/12/2023	1,420.19
222303164	ASCENSION WI EMP SOLUTONS	410848	5/12/2023	9,325.00
222303165	BARTHOLF, JORDAN	Apr-23	5/12/2023	102.00
222303166	BRANDT, JEREMY	APR2023 ITEM	5/12/2023	24.26
222303167	COMPLETE OFFICE OF WISCONSIN	217281	5/12/2023	634.00
222303168	COUNTY MATERIALS CORP.	3891865-00	5/12/2023	24.98
222303169	DAHLGREN, JAMES	APR2023 CONF	5/12/2023	491.60

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222303170	EDER, KRISTY	APR2023 MILEAGE	5/12/2023	31.44
222303170	EDER, KRISTY	APR2023 ITEM	5/12/2023	82.98
222303171	FIRST SUPPLY LLC	143944-00	5/12/2023	29.52
222303171	FIRST SUPPLY LLC	144046-00	5/12/2023	110.51
222303171	FIRST SUPPLY LLC	143769-00	5/12/2023	115.53
222303171	FIRST SUPPLY LLC	143736-00	5/12/2023	131.95
222303171	FIRST SUPPLY LLC	142940-02	5/12/2023	257.66
222303172	FOLLETT CONTENT SOLUTIONS, LLC.	667067A	5/12/2023	525.78
222303172	FOLLETT CONTENT SOLUTIONS, LLC.	664784A	5/12/2023	540.56
222303173	FOSTER, BRYAN	MAY2023 ITEMa	5/12/2023	6.51
222303173	FOSTER, BRYAN	MAY2023 MILEAGE	5/12/2023	9.96
222303173	FOSTER, BRYAN	MAY2023 MILEAGEa	5/12/2023	9.96
222303173	FOSTER, BRYAN	MAY2023 ITEM	5/12/2023	28.09
222303174	FULLERTON, JASON	REF05022023	5/12/2023	118.00
222303175	GEIER, AIME	APRMAY2023 ITEM	5/12/2023	573.97
222303176	GRAINGER INC, WW	9694085045	5/12/2023	40.86
222303176	GRAINGER INC, WW	9691720859	5/12/2023	65.34
222303176	GRAINGER INC, WW	9692526974	5/12/2023	144.29
222303176	GRAINGER INC, WW	9684896310	5/12/2023	489.46
222303176	GRAINGER INC, WW	9688321133	5/12/2023	1,015.92
222303177	HABECK, MIKE	WOR05022023	5/12/2023	90.00
222303178	HEID MUSIC COMPANY, INC.-APPLETON	3293604.1	5/12/2023	22.23
222303178	HEID MUSIC COMPANY, INC.-APPLETON	3285379.1	5/12/2023	39.92
222303178	HEID MUSIC COMPANY, INC.-APPLETON	3295893	5/12/2023	197.00
222303179	HELLER, CHRISTOPHER	APR2023 MILEAGE	5/12/2023	105.39
222303180	HELLER, LUKE	WOR050423-1	5/12/2023	70.00
222303181	HOBART SALES AND SERVICE INC	ZB94564	5/12/2023	618.75
222303182	HOLT-BUCHBERGER, STACY	WOR04282023	5/12/2023	55.00
222303182	HOLT-BUCHBERGER, STACY	WOR05022023	5/12/2023	55.00
222303183	JABLONSKI, JAMIE	APR2023 MILEAGE	5/12/2023	64.85
222303184	JOHNSON, ANN	APR2023 MILEAGE	5/12/2023	62.49
222303185	JULIOT, DAVID	REF050123-1	5/12/2023	160.00
222303186	KAMKE, REBECCA	WOR05022023	5/12/2023	90.00
222303187	KLOTH, MARIA	APR2023 MILEAGE	5/12/2023	17.75
222303188	KWIK TRIP INC	00054784 APR2023	5/12/2023	2,705.53
222303189	LAACK, STEVEN	REF05042023	5/12/2023	160.00
222303190	LEHMAN, GINA	MAR-MAY2023 ITEM	5/12/2023	4,564.99
222303191	LICHTENWALD, ALLISON	Apr-23	5/12/2023	90.50
222303192	LOR, TRUE	REF05042023	5/12/2023	160.00
222303193	LORGE, ERIC	REF050123-2	5/12/2023	160.00
222303194	MARATHON PEST CONTROL	51139	5/12/2023	31.00
222303194	MARATHON PEST CONTROL	51163	5/12/2023	31.00
222303195	MARCELLINO, ANTHONY	APR2023 MILEAGE	5/12/2023	48.01
222303196	MCCARTHY, SEAN	WOR05022023	5/12/2023	55.00

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222303197	MCCARTHY, SHEILA	WOR05022023	5/12/2023	55.00
222303198	MID WISCONSIN BEVERAGE	2914587-A	5/12/2023	3.00
222303198	MID WISCONSIN BEVERAGE	2913456	5/12/2023	1,548.30
222303199	MINNIHAN, JESSICA	WOR050423-2	5/12/2023	70.00
222303200	MIRROR IMAGE SUPERVISION SERVICES LLC	Apr-23	5/12/2023	471.00
222303201	MISSISSIPPI WELDERS SUPPLY CO., INC	4030581	5/12/2023	95.12
222303202	MONK, DAVID	REF050423-1	5/12/2023	125.00
222303203	MOOTZ, REBEKAH	APR2023 MILEAGE	5/12/2023	14.93
222303204	MOUA, TOULY	REF05042023	5/12/2023	160.00
222303205	NASSCO INC - CUSTODIAL	6290675	5/12/2023	32.63
222303205	NASSCO INC - CUSTODIAL	6291304	5/12/2023	201.04
222303205	NASSCO INC - CUSTODIAL	6289742	5/12/2023	1,022.07
222303205	NASSCO INC - CUSTODIAL	6289741	5/12/2023	1,522.92
222303206	NCS PEARSON INC	21269591	5/12/2023	24.00
222303206	NCS PEARSON INC	18431355	5/12/2023	2,594.91
222303207	NORTHCENTRAL TECH COLLEGE	May-23	5/12/2023	147.00
222303208	NYE, CASEY	APR2023 MILEAGE	5/12/2023	239.73
222303209	OBOIKOVITZ, MALLORY	MAY2023 ITEM	5/12/2023	51.76
222303210	OLSON, JULIE	Apr-23	5/12/2023	648.21
222303211	OMNI GLASS & PAINT, LLC	0147873-IN	5/12/2023	750.00
222303212	PER MAR SECURITY SERVICES, INC.	3044029	5/12/2023	3,948.84
222303213	PERFORMANCE FOODSERVICE	130822	5/12/2023	739.51
222303213	PERFORMANCE FOODSERVICE	152901	5/12/2023	766.07
222303213	PERFORMANCE FOODSERVICE	142988	5/12/2023	1,633.35
222303214	REIMANN, DAVID	APR2023 MILEAGE	5/12/2023	76.30
222303215	ROBBINS, KYLE	APR2023 MILEAGE	5/12/2023	35.76
222303216	ROTO-GRAPHIC PRINTING INC	1212-23	5/12/2023	163.00
222303217	SEEHAFER, DAWN	MAY2023 ITEM	5/12/2023	62.94
222303218	SUN PRINTING INC	136940	5/12/2023	252.00
222303219	SWENO, JARED	REF050423-2	5/12/2023	125.00
222303219	SWENO, JARED	REF05022023	5/12/2023	127.00
222303220	TESKE, STEFANIE	APR2023 MILEAGE	5/12/2023	26.27
222303221	THAO, PANYIA	APR2023 MILEAGE	5/12/2023	27.51
222303222	THAO, YER	APR2023 MILEAGE	5/12/2023	28.82
222303222	THAO, YER	APR2023 ITEM	5/12/2023	202.87
222303223	THOMPSON, CHAD	MAY2023 ITEM	5/12/2023	165.87
222303224	TIENOR, JENNA	APR2023 ITEM	5/12/2023	15.99
222303224	TIENOR, JENNA	APR2023 MILEAGE	5/12/2023	168.86
222303224	TIENOR, JENNA	MAY2023 ITEM	5/12/2023	259.65
222303225	TREPTOW, FELECITY	APR2023 MILEAGE	5/12/2023	68.12
222303226	VIKING ELECTRIC SUPPLY	S006893434.002	5/12/2023	95.68
222303226	VIKING ELECTRIC SUPPLY	S006893434.001	5/12/2023	155.00
222303227	WELSH, SARA	APR2023 MILEAGE	5/12/2023	126.55
222303228	WM CORPORATE SERVICES, INC	5510945-0414-1	5/12/2023	152.47

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222303228	WM CORPORATE SERVICES, INC	5510578-0414-0	5/12/2023	153.97
222303228	WM CORPORATE SERVICES, INC	5510472-0414-6	5/12/2023	158.85
222303228	WM CORPORATE SERVICES, INC	5510473-0414-4	5/12/2023	167.85
222303228	WM CORPORATE SERVICES, INC	5510524-0414-4	5/12/2023	275.65
222303228	WM CORPORATE SERVICES, INC	5510835-0414-4	5/12/2023	289.02
222303228	WM CORPORATE SERVICES, INC	5510738-0414-0	5/12/2023	324.27
222303228	WM CORPORATE SERVICES, INC	5510993-0414-1	5/12/2023	359.67
222303228	WM CORPORATE SERVICES, INC	5510823-0414-0	5/12/2023	375.33
222303228	WM CORPORATE SERVICES, INC	5510474-0414-2	5/12/2023	756.01
222303229	WORKSITE MONEY COACH	DCE23-08	5/12/2023	1,493.08
222303233	1ST PLACE TROPHY & ENGRAVING	4669	5/19/2023	50.00
222303234	ALLEN, ELMER	REF05112023	5/19/2023	60.00
222303234	ALLEN, ELMER	REF05132023	5/19/2023	65.00
222303235	ALVIS, LEROY JR	REF05102023	5/19/2023	65.00
222303235	ALVIS, LEROY JR	REF051123-1	5/19/2023	165.00
222303236	AMAZON CAPITAL SERVICES	1W7W-HTW9-3FX1	5/19/2023	21.99
222303236	AMAZON CAPITAL SERVICES	1R4Q-FK13-99Q4	5/19/2023	30.87
222303236	AMAZON CAPITAL SERVICES	11R6-C6QV-79TC	5/19/2023	45.97
222303236	AMAZON CAPITAL SERVICES	1PFR-3KPM-GLTJ	5/19/2023	56.61
222303236	AMAZON CAPITAL SERVICES	1GPW-4WVR-6YJR	5/19/2023	151.92
222303236	AMAZON CAPITAL SERVICES	1JK1-6FPJ-6K47	5/19/2023	218.11
222303236	AMAZON CAPITAL SERVICES	1199-9Q6W-FXP7	5/19/2023	299.29
222303236	AMAZON CAPITAL SERVICES	1WWQ-HHJQ-77RQ	5/19/2023	392.00
222303236	AMAZON CAPITAL SERVICES	1M9P-TRDJ-4R7P	5/19/2023	795.89
222303236	AMAZON CAPITAL SERVICES	1X6F-4941-1QL6	5/19/2023	967.51
222303236	AMAZON CAPITAL SERVICES	1PFR-3KPM-CNCR	5/19/2023	1,456.95
222303236	AMAZON CAPITAL SERVICES	1X6F-4941-4G91	5/19/2023	3,758.16
222303237	BELANGER, SCOTT	REF051123-3	5/19/2023	60.00
222303237	BELANGER, SCOTT	REF05092023	5/19/2023	65.00
222303238	BOUFFLEUR, BETH	APR2023 MILEAGE	5/19/2023	42.58
222303239	CARLSON, JOSEPH	REF05122023	5/19/2023	100.00
222303240	CARRICO AQUATIC RESOURCES, INC	20232283	5/19/2023	403.22
222303241	CESA 9, INC.	17366	5/19/2023	50.00
222303241	CESA 9, INC.	17267	5/19/2023	4,180.00
222303242	COMPLETE OFFICE OF WISCONSIN	217403	5/19/2023	1,062.43
222303243	DEMCO INC	7290025	5/19/2023	216.27
222303244	FIRST SUPPLY LLC	144091-00	5/19/2023	71.55
222303245	FORE-FRONT MECHANICAL, INC.	9651	5/19/2023	196.00
222303246	FOX, GRETCHEN	APR2023 MILEAGE	5/19/2023	109.65
222303247	FRANCE PROPANE SERVICE, INC.	322131	5/19/2023	122.38
222303248	FREEH, RANDALL	REF05122023	5/19/2023	100.00
222303249	GLYNN, JOHN	APR2023 MILEAGE	5/19/2023	40.61
222303249	GLYNN, JOHN	APR2023 ITEM	5/19/2023	99.38
222303250	GRAF, MORGAN	APR2023 MILEAGE	5/19/2023	55.41

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222303251	GRAINGER INC, WW	9697320266	5/19/2023	471.97
222303251	GRAINGER INC, WW	9691867437	5/19/2023	821.75
222303252	GULDAN, DONNA	MAY2023 ITEM	5/19/2023	9.97
222303252	GULDAN, DONNA	APR2023 ITEM	5/19/2023	72.67
222303253	GUTSCH, RYAN	REF05122023	5/19/2023	100.00
222303254	HACK, THOMAS	REF05102023	5/19/2023	100.00
222303255	HALUSKA, JAMES	REF05092023	5/19/2023	90.00
222303256	HILLMAN, FRED	WOR05102023	5/19/2023	45.00
222303256	HILLMAN, FRED	WOR05112023	5/19/2023	45.00
222303256	HILLMAN, FRED	WOR05132023	5/19/2023	45.00
222303257	HOBART SALES AND SERVICE INC	ZB94655	5/19/2023	432.78
222303258	HODGSON, STEVE	REF05092023	5/19/2023	90.00
222303259	HORAK REFRIGERATION INC	6262	5/19/2023	232.50
222303259	HORAK REFRIGERATION INC	6255	5/19/2023	1,294.50
222303260	HOSTVEDT, JAMES	APR2023 MILEAGE	5/19/2023	77.03
222303261	HUSS, DAVID	REF05132023	5/19/2023	65.00
222303262	J.W. PEPPER & SON	365344218	5/19/2023	7.50
222303263	JANKE, TODD	REF05092023	5/19/2023	60.00
222303263	JANKE, TODD	REF051323-1	5/19/2023	120.00
222303264	JULIOT, DAVID	REF05092023	5/19/2023	60.00
222303264	JULIOT, DAVID	REF050823-1	5/19/2023	80.00
222303264	JULIOT, DAVID	REF05122023	5/19/2023	100.00
222303265	KUIVINEN, RANDY	REF05112023	5/19/2023	90.00
222303266	LAACK, STEVEN	REF0512132023	5/19/2023	400.00
222303267	LISS, BARRY	REF05122023	5/19/2023	100.00
222303268	LO, XENG	REF05122023	5/19/2023	100.00
222303269	LOR, TRUE	REF05092023	5/19/2023	60.00
222303269	LOR, TRUE	REF0512132023	5/19/2023	400.00
222303270	LORGE, ERIC	REF050823-2	5/19/2023	140.00
222303271	MACH, DENNIS	REF05112023	5/19/2023	90.00
222303272	MATSCHKE, RANDY	REF05132023	5/19/2023	200.00
222303273	MID WISCONSIN BEVERAGE	2916211	5/19/2023	1,423.30
222303274	MISSISSIPPI WELDERS SUPPLY CO., INC	4041745	5/19/2023	175.00
222303275	MURPHY, PATRICK	REF0512132023	5/19/2023	400.00
222303276	NASSCO INC - CUSTODIAL	6293504	5/19/2023	298.40
222303276	NASSCO INC - CUSTODIAL	6292368	5/19/2023	308.19
222303276	NASSCO INC - CUSTODIAL	6293650	5/19/2023	927.29
222303276	NASSCO INC - CUSTODIAL	6293945	5/19/2023	970.67
222303276	NASSCO INC - CUSTODIAL	6292367	5/19/2023	7,647.39
222303277	OBOIKOVITZ, MALLORY	MAY2023 ITEMa	5/19/2023	49.79
222303278	OFFICE ENTERPRISES INC	531709	5/19/2023	2,160.00
222303279	PAN O GOLD BAKING CO ST CLOUD	2499495	5/19/2023	5,714.88
222303280	PARLIER, DANIEL	REF05112023	5/19/2023	100.00
222303281	PER MAR SECURITY SERVICES, INC.	3044253	5/19/2023	429.99

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222303282	PERFORMANCE FOODSERVICE	154657	5/19/2023	3,512.29
222303283	PETERSON, JODI	APR2023 CONF	5/19/2023	265.39
222303284	PETERS, JUSTIN	REF05102023	5/19/2023	100.00
222303285	PRIES, DARYL	REF05132023	5/19/2023	160.00
222303286	REEVES, JACK	REF0512132023	5/19/2023	200.00
222303287	RENNING LEWIS & LACY, S.C.	5765515	5/19/2023	2,250.00
222303288	RICHIE, MIKE	REF05092023	5/19/2023	60.00
222303289	RINDFLEISCH, JOSEPH	REF05112023	5/19/2023	60.00
222303289	RINDFLEISCH, JOSEPH	REF05132023	5/19/2023	100.00
222303290	RITGER, MIRANDA	MAY2023 ITEM	5/19/2023	35.77
222303291	SCHNEIDER, DAN	REF05122023	5/19/2023	100.00
222303292	SCHREMP, GREG	WOR050423-3	5/19/2023	70.00
222303293	SECURIAN FINANCIAL GROUP, INC.	Jun-23	5/19/2023	20,197.75
222303294	SECURITY HEALTH PLAN	Jun-23	5/19/2023	822,763.47
222303295	STANKOWSKI, SETH	REF05132023	5/19/2023	200.00
222303296	SUCKOW, ELLEN	MAY2023 MILEAGE	5/19/2023	58.95
222303297	SWENO, JARED	REF051123-2	5/19/2023	45.00
222303298	TACKES, CALVIN	REF05112023	5/19/2023	100.00
222303299	TILTON SR., CHRISTOPHER	REF05092023	5/19/2023	65.00
222303299	TILTON SR., CHRISTOPHER	REF05102023	5/19/2023	65.00
222303300	TLACHAC, MATTHEW	REF05122023	5/19/2023	100.00
222303301	TWAROSKI, GEORGE	REF05122023	5/19/2023	100.00
222303302	US OMNI & TSACG COMPLIANCE SERVICES	93396	5/19/2023	297.04
222303303	VAN ERT ELECTRIC COMPANY INC.	001-007255	5/19/2023	1,530.90
222303303	VAN ERT ELECTRIC COMPANY INC.	001-007284	5/19/2023	46,642.85
222303304	VIKING ELECTRIC SUPPLY	S006909305.001	5/19/2023	21.66
222303305	WEGGE, KAREN	MAR2023 ITEM	5/19/2023	36.50
222303306	WENDOLEK, JOSEPH	REF05132023	5/19/2023	200.00
222303307	WOLLERSHEIM, KATHRYN	MAY2023 ITEM	5/19/2023	123.66
222303308	WORKSITE MONEY COACH	DCE23-09	5/19/2023	1,542.06
222303310	ABBIEHL, DAREN	WOR05162023	5/26/2023	45.00
222303310	ABBIEHL, DAREN	WOR05192023	5/26/2023	90.00
222303310	ABBIEHL, DAREN	WOR05202023	5/26/2023	90.00
222303311	ALLEN, ELMER	REF05202023	5/26/2023	70.00
222303312	ALVIS, LEROY JR	REF05202023	5/26/2023	200.00
222303312	ALVIS, LEROY JR	REF051523-2	5/26/2023	245.00
222303313	AMAZON CAPITAL SERVICES	1MXL-FYDF-996M	5/26/2023	(498.79)
222303313	AMAZON CAPITAL SERVICES	1GR1-QCNH-YLK6	5/26/2023	(133.52)
222303313	AMAZON CAPITAL SERVICES	1GVC-GND6-1CGM	5/26/2023	5.99
222303313	AMAZON CAPITAL SERVICES	14YW-TWQD-43WV	5/26/2023	10.58
222303313	AMAZON CAPITAL SERVICES	1FCH-6JF6-JPLL	5/26/2023	16.95
222303313	AMAZON CAPITAL SERVICES	1PX4-LHY4-GRQV	5/26/2023	27.98
222303313	AMAZON CAPITAL SERVICES	14LD-17CR-1H7F	5/26/2023	44.85
222303313	AMAZON CAPITAL SERVICES	1MM4-4HRQ-1FQK	5/26/2023	45.54

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222303313	AMAZON CAPITAL SERVICES	1YMC-MNF7-6JM1	5/26/2023	56.61
222303313	AMAZON CAPITAL SERVICES	14NG-C4R1-433V	5/26/2023	61.99
222303313	AMAZON CAPITAL SERVICES	1FCW-DY1G-J7M4	5/26/2023	63.94
222303313	AMAZON CAPITAL SERVICES	1YKR-CHCH-KJK4	5/26/2023	73.27
222303313	AMAZON CAPITAL SERVICES	1V7F-LQDN-4HCG	5/26/2023	89.95
222303313	AMAZON CAPITAL SERVICES	1W7C-PG3C-XVXW	5/26/2023	127.92
222303313	AMAZON CAPITAL SERVICES	1WT6-VKN4-KYYV	5/26/2023	246.73
222303313	AMAZON CAPITAL SERVICES	1X4K-CWYN-CDQ9	5/26/2023	313.82
222303313	AMAZON CAPITAL SERVICES	1HTX-G6HT-1MNP	5/26/2023	399.00
222303313	AMAZON CAPITAL SERVICES	16H7-91Q4-1JTV	5/26/2023	418.18
222303313	AMAZON CAPITAL SERVICES	169C-DW3W-1RTH	5/26/2023	420.45
222303313	AMAZON CAPITAL SERVICES	1DRM-9LKK-HDRH	5/26/2023	436.78
222303313	AMAZON CAPITAL SERVICES	1V1T-77VL-4WC4	5/26/2023	498.79
222303313	AMAZON CAPITAL SERVICES	16HX-KCNY-FGHQ	5/26/2023	658.53
222303313	AMAZON CAPITAL SERVICES	1QFV-KMRG-G467	5/26/2023	873.56
222303314	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-MAY2023	5/26/2023	26,532.00
222303315	AUSPRUNG, ANGELA	MAY2023 ITEM	5/26/2023	125.00
222303316	BAIER, TERESE	MAY2023 ITEM	5/26/2023	87.67
222303316	BAIER, TERESE	APR2023 MILEAGE	5/26/2023	178.16
222303317	BAILEY, SARAH	May2023 Item	5/26/2023	91.83
222303318	BAUDHUIN, LATICIA	MAR2023 Mileage	5/26/2023	44.61
222303318	BAUDHUIN, LATICIA	APR2023 Mileage	5/26/2023	53.64
222303319	BLUE EDGE ENERGY	4380	5/26/2023	883.94
222303320	BOHLMAN, MARK	REF051523-1	5/26/2023	45.00
222303321	BRECKE, ROXANNE	APR2023 MILEAGE	5/26/2023	67.99
222303322	CHARLES, DURONET	REF05192023	5/26/2023	100.00
222303323	DEVINE-SCHWANTES, JODI	MAY2023 ITEM	5/26/2023	26.32
222303323	DEVINE-SCHWANTES, JODI	MAY2023 ITEMa	5/26/2023	56.35
222303324	FIRST SUPPLY LLC	144987-00	5/26/2023	91.82
222303324	FIRST SUPPLY LLC	144828-00	5/26/2023	92.18
222303324	FIRST SUPPLY LLC	144745-01	5/26/2023	128.66
222303324	FIRST SUPPLY LLC	144988-00	5/26/2023	181.70
222303324	FIRST SUPPLY LLC	144745-00	5/26/2023	836.29
222303324	FIRST SUPPLY LLC	144091-01	5/26/2023	977.73
222303325	FISCHER, TAMMY	May2023 Item	5/26/2023	16.40
222303326	FOLLETT CONTENT SOLUTIONS, LLC.	540070F	5/26/2023	138.40
222303326	FOLLETT CONTENT SOLUTIONS, LLC.	666249F	5/26/2023	5,004.14
222303327	FREEH, RANDALL	REF0519202023	5/26/2023	200.00
222303328	FUEHRER, JACOB	REF051623	5/26/2023	60.00
222303329	GAETZMAN, GREG	REF05162023	5/26/2023	100.00
222303330	GAJEWSKI, JOHN	REF051123	5/26/2023	225.00
222303331	GOLBACH, JENNIFER	APR2023 ITEM	5/26/2023	13.78
222303331	GOLBACH, JENNIFER	MAY2023 CONF	5/26/2023	288.50
222303332	GREAT MINDS PBC	INV130594	5/26/2023	1,951.10

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222303332	GREAT MINDS PBC	INV130356	5/26/2023	5,559.46
222303333	GROSSKLAUS, THOMAS	AP PROCTOR 2023	5/26/2023	3,412.50
222303334	HACK, THOMAS	REF05202023	5/26/2023	300.00
222303335	HAHN, NATHAN	52223	5/26/2023	30.00
222303336	HALL, CINDY	MAY2023 ITEM	5/26/2023	92.24
222303337	HEBEIN, HALEY	APR2023 MILEAGE	5/26/2023	235.01
222303338	HEID MUSIC COMPANY, INC.-APPLETON	3303624	5/26/2023	21.70
222303338	HEID MUSIC COMPANY, INC.-APPLETON	3311076	5/26/2023	169.85
222303339	HEITING, MARK	REF05192023	5/26/2023	100.00
222303340	HENRIKSEN, BENJAMIN	REF05132023	5/26/2023	200.00
222303341	JANKE, TODD	REF05162023	5/26/2023	60.00
222303341	JANKE, TODD	REF05182023	5/26/2023	65.00
222303341	JANKE, TODD	REF051523-3	5/26/2023	170.00
222303341	JANKE, TODD	REF05202023	5/26/2023	200.00
222303342	JENKIN, DOUGLAS	Apr-23	5/26/2023	261.50
222303343	JULIOT, DAVID	REF051523-4	5/26/2023	80.00
222303344	KENITZER, DICK	WOR05182023	5/26/2023	45.00
222303344	KENITZER, DICK	WOR05202023	5/26/2023	135.00
222303345	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-MAY2023	5/26/2023	9,380.00
222303346	KINDERCARE LEARNING CTR, INC.	KIND-4K-MAY2023	5/26/2023	7,772.00
222303347	KRAUSE, DOUGLAS	REF05202023	5/26/2023	100.00
222303348	KROHN, MICHAEL	MAY2023 CONF	5/26/2023	163.16
222303349	LAACK, STEVEN	REF05202023	5/26/2023	200.00
222303350	LINDAU, MICHAEL	REF05182023	5/26/2023	100.00
222303351	LISS, BARRY	REF05162023	5/26/2023	60.00
222303352	LO, XENG	REF05162023	5/26/2023	60.00
222303352	LO, XENG	REF05192023	5/26/2023	100.00
222303353	LOR, TRUE	REF0519202023	5/26/2023	400.00
222303354	LORGE, ERIC	REF051523-5	5/26/2023	20.00
222303355	MARA CTY CHILD DEVELOPMENT	MCCDA Head Start	5/26/2023	5,896.00
222303356	MARCUM, CHESTER	REF05162023	5/26/2023	90.00
222303357	MOUA, TOULY	REF05192023	5/26/2023	200.00
222303358	MOUNT OLIVE 4K PROGRAM	MTOL-4K-MAY2023	5/26/2023	8,040.00
222303359	MURPHY, PATRICK	REF0519202023	5/26/2023	400.00
222303360	NASSCO INC - CUSTODIAL	6294807	5/26/2023	5,483.50
222303361	NATL ELEVATOR INSPECTION SERVICES, INC.	RI23012874	5/26/2023	82.00
222303361	NATL ELEVATOR INSPECTION SERVICES, INC.	23013005	5/26/2023	100.00
222303362	NCS PEARSON INC	21786546	5/26/2023	1,638.63
222303363	NEWMAN CATHOLIC-ST MARK	STMA-4K-MAY2023	5/26/2023	5,628.00
222303364	NEWMAN CATHOLIC-ST THERESE	STTH-4K-MAY2023	5/26/2023	9,380.00
222303365	OURADA, JOHN	REF05162023	5/26/2023	90.00
222303366	PARLIER, DANIEL	REF05202023	5/26/2023	200.00
222303367	PAYNE, JONATHAN	REF05162023	5/26/2023	100.00
222303368	PERFORMANCE FOODSERVICE	159895	5/26/2023	610.26

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222303368	PERFORMANCE FOODSERVICE	166616	5/26/2023	1,473.22
222303369	PETERS, JUSTIN	REF05202023	5/26/2023	200.00
222303370	PHALEN, PATRICK III	101	5/26/2023	250.00
222303371	PITNEY BOWES RESERVE ACCOUNT	5222023	5/26/2023	1,000.00
222303372	PITSCO EDUCATION	C23-00000418-0	5/26/2023	(119.40)
222303372	PITSCO EDUCATION	23-000006525	5/26/2023	2,069.60
222303373	POLAR ELECTRO INC.	331681666	5/26/2023	1,069.65
222303374	RAETHER, MICHAEL	MAY2023 ITEM	5/26/2023	30.32
222303374	RAETHER, MICHAEL	MAY2023 MILEAGE	5/26/2023	47.16
222303375	REEVES, JACK	REF0519202023	5/26/2023	300.00
222303376	REI ENGINEERING, INC	45387	5/26/2023	663.10
222303377	RINDFLEISCH, JOSEPH	REF05162023	5/26/2023	60.00
222303378	ROTO-GRAPHIC PRINTING INC	1566-1526-1527	5/26/2023	794.00
222303379	SALZMAN, JAMIE	APR2023 ITEM	5/26/2023	61.47
222303380	SCHAEFER, LARRY	APR2023 MILEAGE	5/26/2023	103.49
222303381	SCHNEIDER, DAN	REF0519202023	5/26/2023	200.00
222303382	SCHOOL SPECIALTY, LLC.	3.08104E+11	5/26/2023	1,130.42
222303383	SCHULTZ, DAVID	REF05202023	5/26/2023	300.00
222303384	SCHWARTZ, STEPHANIE	MAY2023 ITEM	5/26/2023	100.00
222303385	SONDELSKI, TRACI	MAY2023 ITEM	5/26/2023	14.99
222303386	STV ADVISORS, INC.-STOP THE VANILLA	4311	5/26/2023	370.00
222303387	TILTON SR., CHRISTOPHER	REF05182023	5/26/2023	65.00
222303388	TINJUM, JOELLEN	MAY2023 ITEM	5/26/2023	100.00
222303389	TODRYK, RONALD	REF0519202023	5/26/2023	200.00
222303390	TUURI, ANNA	REF05122023	5/26/2023	100.00
222303391	ULRICH, JOSHUA	APR2023 MILEAGE	5/26/2023	131.92
222303392	VAARA, DAVID	REF05182023	5/26/2023	100.00
222303393	VAUGHTER, JEFF	REF05202023	5/26/2023	100.00
222303394	VIKING ELECTRIC SUPPLY	S006945403.001	5/26/2023	56.85
222303394	VIKING ELECTRIC SUPPLY	S006913079.001	5/26/2023	1,065.00
222303395	WAUSAU CHILD CARE-CEDAR CR,INC.	WACC-4K-MAY2023	5/26/2023	6,164.00
222303396	WEISE, ROBERT	REF05162023	5/26/2023	100.00
222303397	WI DEPT OF PUBLIC INST	255-0000053593	5/26/2023	4,000.00
222303398	WORKSITE MONEY COACH	DCE23-010	5/26/2023	1,260.04
222303399	YANG, LOUISE	MAY2023 ITEM	5/26/2023	13.98
222303400	ZAHRT, RACHEL	APR2023 ITEM	5/26/2023	51.98
222303403	ABBIEHL, DAREN	WOR05232023	6/2/2023	80.00
222303404	ABLE DISTRIBUTING CO INC	S018905247.001	6/2/2023	(324.00)
222303404	ABLE DISTRIBUTING CO INC	S019032976.001	6/2/2023	79.33
222303404	ABLE DISTRIBUTING CO INC	S018969724.001	6/2/2023	189.32
222303404	ABLE DISTRIBUTING CO INC	S018940307.001	6/2/2023	604.20
222303405	AMAZON CAPITAL SERVICES	1HFH-3PJP-K133	6/2/2023	(77.99)
222303405	AMAZON CAPITAL SERVICES	1KQJ-HDXD-FYR6	6/2/2023	(14.31)
222303405	AMAZON CAPITAL SERVICES	147R-DVJJ-FWDX	6/2/2023	9.79

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222303405	AMAZON CAPITAL SERVICES	1TFQ-YCD4-17LP	6/2/2023	11.99
222303405	AMAZON CAPITAL SERVICES	1GCY-W7FR-64YK	6/2/2023	14.99
222303405	AMAZON CAPITAL SERVICES	11T6-CCJ4-6QTX	6/2/2023	16.50
222303405	AMAZON CAPITAL SERVICES	14MC-Y7GJ-4D3M	6/2/2023	18.02
222303405	AMAZON CAPITAL SERVICES	1JTH-6G9T-96QP	6/2/2023	22.95
222303405	AMAZON CAPITAL SERVICES	1NKP-TP1Q-WT9P	6/2/2023	23.95
222303405	AMAZON CAPITAL SERVICES	1GJF-TQRR-F33Y	6/2/2023	30.94
222303405	AMAZON CAPITAL SERVICES	1Y4X-6M9P-G7QP	6/2/2023	35.07
222303405	AMAZON CAPITAL SERVICES	1GH7-L7DX-GX41	6/2/2023	56.61
222303405	AMAZON CAPITAL SERVICES	1GCY-W7FR-GVNX	6/2/2023	69.98
222303405	AMAZON CAPITAL SERVICES	1QHW-3YDX-61F6	6/2/2023	111.96
222303405	AMAZON CAPITAL SERVICES	1HTX-HKXY-N1C4	6/2/2023	160.82
222303405	AMAZON CAPITAL SERVICES	1QGQ-YVCV-NVQ6	6/2/2023	168.12
222303405	AMAZON CAPITAL SERVICES	1HTY-4XYT-WPNH	6/2/2023	626.93
222303405	AMAZON CAPITAL SERVICES	13TP-RT4Y-9TRJ	6/2/2023	654.03
222303405	AMAZON CAPITAL SERVICES	1WXW-DMYF-3GJL	6/2/2023	1,166.78
222303406	BEYER, ALAN	REF05252023	6/2/2023	109.50
222303407	BOUFFLEUR, BETH	MAY2023 ITEM	6/2/2023	32.82
222303408	BUB, MICHAEL	REF05252023	6/2/2023	109.50
222303409	CARRICO AQUATIC RESOURCES, INC	20232615	6/2/2023	9,449.00
222303410	CRAVILLION, NATE	REF05252023	6/2/2023	100.00
222303411	DEAF AND HARD OF HEARING EDUCATIONAL	2214	6/2/2023	10,030.00
222303412	DEAL, JOHN	REF05252023	6/2/2023	100.00
222303413	DEAN, PAUL	REF05252023	6/2/2023	88.00
222303414	FENRICK, CRAIG	REF05232023	6/2/2023	110.05
222303415	FETTING, ERIN	53023	6/2/2023	29.90
222303416	FIRST SUPPLY LLC	145151-00	6/2/2023	24.06
222303416	FIRST SUPPLY LLC	145046-00	6/2/2023	24.84
222303416	FIRST SUPPLY LLC	144988-01	6/2/2023	296.01
222303416	FIRST SUPPLY LLC	142377-00	6/2/2023	480.12
222303417	FOLLETT CONTENT SOLUTIONS, LLC.	664784F	6/2/2023	53.68
222303417	FOLLETT CONTENT SOLUTIONS, LLC.	667067F	6/2/2023	110.70
222303418	FORE-FRONT MECHANICAL, INC.	9667	6/2/2023	172.50
222303419	FOREMAN, RONALD	Jun-23	6/2/2023	60.00
222303420	FOX, GRETCHEN	APR2023 ITEM	6/2/2023	99.93
222303420	FOX, GRETCHEN	MAY2023 ITEM	6/2/2023	189.26
222303421	FRIEDRICH, TERESSA	MAY2023 ITEM	6/2/2023	565.40
222303422	FUEHRER, JACOB	REF051123	6/2/2023	60.00
222303423	GAETZMAN, GREG	REF05232023	6/2/2023	100.00
222303424	GOERTZ, TYLER	REF05202023	6/2/2023	100.00
222303425	GRAINGER INC, WW	9717027891	6/2/2023	68.28
222303426	GULDAN, DONNA	MAY2023 ITEMa	6/2/2023	78.08
222303427	HABECK, MIKE	WOR05252023	6/2/2023	100.00
222303428	HAHN, NATHAN	MAY2023 ITEM	6/2/2023	116.39

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222303429	HILLMAN, FRED	WOR05252023	6/2/2023	45.00
222303430	HINKER, SCOTT	REF05252023	6/2/2023	65.00
222303431	HOENISCH, BENJAMIN	53023	6/2/2023	49.62
222303432	HOLT-BUCHBERGER, STACY	WOR05252023	6/2/2023	80.00
222303433	JACOBSON, ERIN	MAY2023 ITEM	6/2/2023	225.56
222303434	KENITZER, DICK	WOR05252023	6/2/2023	45.00
222303435	KRAUSE, DOUGLAS	REF05252023	6/2/2023	88.00
222303436	LAH INTERPRETING LLC	5262023	6/2/2023	385.00
222303437	LAUERSDORF, ERIN	APR2023 ITEM	6/2/2023	388.39
222303438	LO, XENG	REF05232023	6/2/2023	60.00
222303439	LORGE, SARAH	WOR05252023	6/2/2023	80.00
222303440	LUETSCHWAGER, REANEE	MAY2023 ITEM	6/2/2023	100.31
222303441	LYON, KAELYN	MAY2023 MILEAGE	6/2/2023	177.18
222303442	MADISON NATL LIFE INS CO	Jun-23	6/2/2023	17,799.26
222303443	MARA CTY SPEC ED	HV 2022-2023	6/2/2023	16,980.60
222303444	MARATHON PEST CONTROL	51463	6/2/2023	34.00
222303445	MCCARTHY, SEAN	WOR05252023	6/2/2023	80.00
222303446	MCCARTHY, SHEILA	WOR05252023	6/2/2023	80.00
222303447	MID WISCONSIN BEVERAGE	2911278	6/2/2023	568.50
222303447	MID WISCONSIN BEVERAGE	2907485	6/2/2023	1,382.20
222303448	MIKOLEIT, ERIC	REF05232023	6/2/2023	110.05
222303449	MINNIHAN, JOHN	53023	6/2/2023	64.33
222303450	MORGAN, ROBERT	WOR05242023	6/2/2023	45.00
222303451	NASSCO INC - CUSTODIAL	6297207	6/2/2023	391.45
222303452	NELSON, PAUL	WOR05252023	6/2/2023	80.00
222303453	OETTINGER, PHILLIP	WOR05252023	6/2/2023	80.00
222303454	PAYNE, JONATHAN	REF05232023	6/2/2023	100.00
222303455	PERFORMANCE FOODSERVICE	171275	6/2/2023	1,871.72
222303456	POPHAL, STEVEN	Jun-23	6/2/2023	60.00
222303457	REI ENGINEERING, INC	44913	6/2/2023	624.80
222303457	REI ENGINEERING, INC	44788	6/2/2023	2,731.70
222303458	RESCH, SAVANAH	MAY2023 MILEAGE	6/2/2023	71.72
222303459	RITGER, MIRANDA	MAY2023 ITEMa	6/2/2023	34.95
222303459	RITGER, MIRANDA	MAY2023 CONF	6/2/2023	395.42
222303460	ROSKOPF, KAITLYN	May2023 Item	6/2/2023	108.53
222303461	ROTO-GRAPHIC PRINTING INC	1599-23	6/2/2023	2,103.00
222303462	SATTLER, STEPHANIE	MAY2023 ITEM	6/2/2023	291.00
222303463	SKYWARD INC	225511	6/2/2023	250.00
222303464	THEISS, ARAMIE	WOR05252023	6/2/2023	80.00
222303465	THOMPSON, KELLY	MAY2023 MILEAGE	6/2/2023	65.17
222303466	TILTON SR., CHRISTOPHER	REF05252023	6/2/2023	65.00
222303467	TREPTOW, FELECITY	MAY2023 MILEAGE	6/2/2023	45.78
222303468	US OMNI & TSACG COMPLIANCE SERVICES	94455	6/2/2023	298.92
222303469	VIKING ELECTRIC SUPPLY	S006963521.001	6/2/2023	64.84

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222303469	VIKING ELECTRIC SUPPLY	S006905203.001	6/2/2023	4,350.00
222303470	WEISE, ROBERT	REF05232023	6/2/2023	100.00
222303471	WINKLER, JAMES	REF05252023	6/2/2023	109.50
222303472	WINKLER, JOAN	REF05252023	6/2/2023	109.50
222303473	WORKSITE MONEY COACH	DCE23-011	6/2/2023	1,771.85
222303476	ABBIEHL, DAREN	WOR05302023	6/9/2023	45.00
222303477	ABLE DISTRIBUTING CO INC	S019070544.001	6/9/2023	8.88
222303478	ACKLEY, MEGAN	MAY2023 ITEM	6/9/2023	42.01
222303479	ALECKSON, SARAH	ForensicsSt23-3	6/9/2023	100.00
222303480	AMAZON CAPITAL SERVICES	1NJ3-XPLH-CMQT	6/9/2023	69.90
222303480	AMAZON CAPITAL SERVICES	1L6X-WHPV-CJFC	6/9/2023	101.97
222303480	AMAZON CAPITAL SERVICES	1WCC-V9PD-99K6	6/9/2023	150.95
222303480	AMAZON CAPITAL SERVICES	1XN4-91NM-1GRK	6/9/2023	210.40
222303481	AMERICAN WELDING & GAS INC	9341519	6/9/2023	28.11
222303481	AMERICAN WELDING & GAS INC	9359293	6/9/2023	37.33
222303481	AMERICAN WELDING & GAS INC	9313589	6/9/2023	408.07
222303481	AMERICAN WELDING & GAS INC	9338036	6/9/2023	416.00
222303482	ARAMARK UNIFORM SERVICES, INC	May-23	6/9/2023	1,430.17
222303483	ATKINSON, SCOTT	PAT ON THE BACK	6/9/2023	50.00
222303484	AUSPRUNG, ANGELA	MAY2023 MILEAGE	6/9/2023	118.75
222303485	BAIER, TERESE	MAY2023 MILEAGE	6/9/2023	217.46
222303486	BARTHOLF, JORDAN	May-23	6/9/2023	141.50
222303487	BATES, CRISTIE	JUN2023 MILEAGE	6/9/2023	19.00
222303487	BATES, CRISTIE	MAY2023 MILEAGE	6/9/2023	161.46
222303488	BECK, EMILY	MAY2023 MILEAGE	6/9/2023	71.00
222303489	BOOM CHAKRA LAKRA	May-23	6/9/2023	37.50
222303490	BOUFFLEUR, BETH	MAY2023 ITEMa	6/9/2023	26.52
222303490	BOUFFLEUR, BETH	MAY2023 ITEMb	6/9/2023	67.93
222303491	BRANTON, MICHELLE	JUN2023 MILEAGE	6/9/2023	12.92
222303491	BRANTON, MICHELLE	APR2023 MILEAGE	6/9/2023	107.29
222303491	BRANTON, MICHELLE	MAY2023 MILEAGE	6/9/2023	113.90
222303492	CARRICO AQUATIC RESOURCES, INC	20232892	6/9/2023	137.50
222303492	CARRICO AQUATIC RESOURCES, INC	20232475	6/9/2023	541.82
222303493	DICKERSON, LESLEI	MAY2023 ITEM	6/9/2023	48.22
222303494	ENGBRETSON, AMY	MAY2023 MILEAGE	6/9/2023	89.47
222303495	FIRST SUPPLY LLC	145355-00	6/9/2023	37.15
222303495	FIRST SUPPLY LLC	145228-00	6/9/2023	341.23
222303496	FOLLETT CONTENT SOLUTIONS, LLC.	655162F	6/9/2023	256.19
222303497	FRANCE PROPANE SERVICE, INC.	E015687	6/9/2023	36.00
222303498	FRIEDRICH, TERESSA	MAY2023 MILEAGE	6/9/2023	100.35
222303499	GEBERT, SAMANTHA	MAY2023 MILEAGE	6/9/2023	18.34
222303500	GEIER, AIME	PAT ON THE BACK	6/9/2023	50.00
222303501	GOLBACH, JENNIFER	MAY2023 ITEM	6/9/2023	23.96
222303502	GRAFF, AMY	23127	6/9/2023	25.07

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222303503	GULDAN, DONNA	MAY2023 MILEAGE	6/9/2023	37.47
222303504	HALL, CINDY	MAY2023 MILEAGE	6/9/2023	14.74
222303505	HOBART SALES AND SERVICE INC	ZB94271	6/9/2023	218.50
222303505	HOBART SALES AND SERVICE INC	ZB94427	6/9/2023	328.50
222303506	HOFFMAN, AARON	MAY2023 MILEAGE	6/9/2023	101.26
222303507	HOSTVEDT, JAMES	MAY2023 MILEAGE	6/9/2023	77.03
222303508	HURON CONSULTING SERVICES, LLC.	CINV-00050227	6/9/2023	3,125.00
222303509	J.H. FINDORFF & SON, INC.	231077.01 #2	6/9/2023	564,122.35
222303510	JABLONSKI, JASON	23216	6/9/2023	53.10
222303511	JAGODZINSKI, ANNE	ForensicsSt23-2	6/9/2023	100.00
222303512	JAKUSZ, LISA	MAY2023 ITEM	6/9/2023	34.60
222303513	JEHN, KALLY	MAY2023 MILEAGE	6/9/2023	229.06
222303514	JENSEN, JOSHUA	MAY2023 MILEAGE	6/9/2023	69.43
222303515	JOHNSON, ANN	MAY2023 MILEAGE	6/9/2023	72.90
222303516	KENITZER, DICK	WOR05302023	6/9/2023	45.00
222303517	KLOTH, MARIA	MAY2023 MILEAGE	6/9/2023	35.04
222303518	KLUEVER, JACKIE	MAY2023 MILEAGE	6/9/2023	10.09
222303519	KNETTER, PAUL	REF05302023	6/9/2023	92.50
222303520	KOLODZIEJ, HEIDI	MAY2023 ITEM	6/9/2023	307.33
222303521	KOSTKA, RACHAEL	MAY2023 MILEAGE	6/9/2023	94.32
222303522	KRUEGER, SAVANNA	MAY2023 MILEAGE	6/9/2023	46.44
222303523	KRUZICKI, SHANNON	JUN2023 MILEAGE	6/9/2023	16.18
222303523	KRUZICKI, SHANNON	MAY2023 MILEAGE	6/9/2023	288.79
222303524	KWIK TRIP INC	00054784 MAY2023	6/9/2023	2,818.50
222303525	LAW OFFICE OF ZACHARY MEINEN	6102023	6/9/2023	8,076.92
222303526	LEMKE, ALEXSANDRA	PAT ON THE BACK	6/9/2023	50.00
222303527	LUKASKO, TIFFANY	JUN2023 MILEAGE	6/9/2023	11.79
222303527	LUKASKO, TIFFANY	MAY2023 MILEAGE	6/9/2023	172.07
222303528	MARATHON PEST CONTROL	51547	6/9/2023	28.00
222303528	MARATHON PEST CONTROL	51541	6/9/2023	28.00
222303528	MARATHON PEST CONTROL	51577	6/9/2023	28.00
222303528	MARATHON PEST CONTROL	51566	6/9/2023	28.00
222303528	MARATHON PEST CONTROL	51562	6/9/2023	28.00
222303528	MARATHON PEST CONTROL	51543	6/9/2023	35.00
222303528	MARATHON PEST CONTROL	51551	6/9/2023	35.00
222303528	MARATHON PEST CONTROL	51553	6/9/2023	35.00
222303529	MARCELLINO, ANTHONY	MAY2023 MILEAGE	6/9/2023	42.90
222303530	MCMILLAN-HEHIR, HEATHER	MAY2023 MILEAGE	6/9/2023	58.82
222303531	MERZ, SARAH	23422	6/9/2023	9.25
222303532	MESENBERG, BRADY	MAY2023 MILEAGE	6/9/2023	180.78
222303533	MEYER, MELISSA	MAY2023 ITEM	6/9/2023	46.36
222303534	MOOTZ, REBEKAH	MAY2023 MILEAGE	6/9/2023	35.44
222303535	MURPHY, PATRICK	REF05302023	6/9/2023	82.00
222303536	NASSCO INC - CUSTODIAL	6299315	6/9/2023	153.75

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222303536	NASSCO INC - CUSTODIAL	6299177	6/9/2023	3,595.07
222303537	NIELSEN, TONYA	23116	6/9/2023	13.90
222303538	NITKA, ROXANNE	1025	6/9/2023	844.00
222303539	NORTHERN VALLEY INDUSTRIES, INC.	122	6/9/2023	3,722.88
222303540	OLSON, JULIE	May-23	6/9/2023	648.21
222303541	OVERDRIVE INC	CD0258423172396	6/9/2023	1,670.95
222303542	PAXTON PATTERSON	415003	6/9/2023	107.60
222303543	PERFORMANCE FOODSERVICE	128664	6/9/2023	52.82
222303544	PICKRUHN, TERESE	MAY2023 MILEAGE	6/9/2023	57.77
222303545	PISCA, SARAH	111-8916840-9029869	6/9/2023	51.70
222303545	PISCA, SARAH	May-23	6/9/2023	1,097.50
222303546	PITSCO EDUCATION	23-000012103	6/9/2023	104.49
222303547	PLAMANN, LIBERTAD	MAY2023 ITEM	6/9/2023	51.51
222303548	PLATTA, KIYANN	MAY2023 MILEAGE	6/9/2023	14.87
222303549	PLISCH, SANDRA	MAY2023 ITEM	6/9/2023	141.84
222303550	PODEWELTZ, KEVIN	PAT ON THE BACK	6/9/2023	50.00
222303551	PRAIRIE FARMS-WOODBURY, MN	May-23	6/9/2023	32,450.54
222303552	QUALITY DOOR AND HARDWARE INC.	713170	6/9/2023	264.26
222303553	REEVES, JACK	REF05302023	6/9/2023	72.00
222303554	REIMER, JENNIFER	MAY2023 ITEM	6/9/2023	75.84
222303555	REINARDY, DIANNA	PAT ON THE BACK	6/9/2023	50.00
222303556	RESCH, SAVANAH	MAY2023 MILEAGEa	6/9/2023	73.56
222303557	ROTO-GRAPHIC PRINTING INC	1637-23	6/9/2023	1,200.00
222303558	SCHNECK, TRINA	#23409	6/9/2023	46.25
222303559	SCHREMP, ALEX	MAY2023 ITEM	6/9/2023	24.99
222303559	SCHREMP, ALEX	APR-MAY2023 ITEM	6/9/2023	236.66
222303560	SCHROEDER, DAWN	MAY2023 MILEAGE	6/9/2023	10.48
222303561	SEEHAFER, DAWN	MAY2023 ITEMa	6/9/2023	40.95
222303562	SEPNAFSKI, BRITTANY	MAY2023 ITEM	6/9/2023	43.60
222303562	SEPNAFSKI, BRITTANY	MAY2023 ITEMa	6/9/2023	206.55
222303563	SHULFER, KATIE	PAT ON THE BACK	6/9/2023	50.00
222303564	SONDELSKI, TRACI	MAY2023 ITEMa	6/9/2023	60.00
222303565	STACHOVAK, AMY	MAY2023 ITEM	6/9/2023	54.41
222303566	STANKOWSKI, SETH	REF05302023	6/9/2023	72.00
222303567	STEINKE, ALLEN	PAT ON THE BACK	6/9/2023	50.00
222303568	STOFFEL, ERIN	MAY2023 ITEM	6/9/2023	39.30
222303569	TEAM SPORTING GOODS INC	AAD012667	6/9/2023	48.00
222303569	TEAM SPORTING GOODS INC	AAF023320	6/9/2023	48.00
222303569	TEAM SPORTING GOODS INC	AAG026963	6/9/2023	280.00
222303569	TEAM SPORTING GOODS INC	AAS004736	6/9/2023	2,998.65
222303569	TEAM SPORTING GOODS INC	AAS004738	6/9/2023	2,998.65
222303570	THAO, PANYIA	JUN2023 MILEAGE	6/9/2023	3.67
222303570	THAO, PANYIA	MAY2023 MILEAGE	6/9/2023	38.51
222303571	TIENOR, JENNA	MAY2023 MILEAGE	6/9/2023	76.11

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(5/9/2023-6/13/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
222303572	TORGERSON, WENDY	MAY2023 ITEM	6/9/2023	48.63
222303573	USIC RECEIVABLES, LLC	588603	6/9/2023	5,304.97
222303574	VESPER, WENDY	MAY2023 ITEM	6/9/2023	56.87
222303575	VIKING ELECTRIC SUPPLY	S006974121.001	6/9/2023	30.46
222303576	VLIETSTRA, ALISON	MAY2023 MILEAGE	6/9/2023	231.87
222303577	WELSH, SARA	MAY2023 MILEAGE	6/9/2023	129.82
222303578	WENNINGER, ERIC	53515	6/9/2023	54.15
222303578	WENNINGER, ERIC	MAY2023 ITEM	6/9/2023	76.22
222303579	WHITSETT, DAWN	ForensicsSt23-1	6/9/2023	100.00
222303580	WM CORPORATE SERVICES, INC	5512411-0414-2	6/9/2023	152.47
222303580	WM CORPORATE SERVICES, INC	5512051-0414-6	6/9/2023	153.97
222303580	WM CORPORATE SERVICES, INC	5511948-0414-4	6/9/2023	158.85
222303580	WM CORPORATE SERVICES, INC	5511949-0414-2	6/9/2023	167.85
222303580	WM CORPORATE SERVICES, INC	5511998-0414-9	6/9/2023	275.65
222303580	WM CORPORATE SERVICES, INC	5512301-0414-5	6/9/2023	289.02
222303580	WM CORPORATE SERVICES, INC	5512208-0414-2	6/9/2023	324.47
222303580	WM CORPORATE SERVICES, INC	5511230-0414-7	6/9/2023	335.76
222303580	WM CORPORATE SERVICES, INC	5512460-0414-9	6/9/2023	359.67
222303580	WM CORPORATE SERVICES, INC	5512290-0414-0	6/9/2023	375.33
222303580	WM CORPORATE SERVICES, INC	5511504-0414-5	6/9/2023	491.29
222303580	WM CORPORATE SERVICES, INC	5511210-0414-9	6/9/2023	688.47
222303580	WM CORPORATE SERVICES, INC	5511950-0414-0	6/9/2023	756.01
222303580	WM CORPORATE SERVICES, INC	5511211-0414-7	6/9/2023	769.19
222303581	WOOLDRIDGE, REBECCA	May-23	6/9/2023	62.50
222303582	XIONG, KANG	PAT ON THE BACK	6/9/2023	50.00
222303583	YANG, LOUISE	APR2023 MILEAGE	6/9/2023	22.27
				3,101,300.85

**DC EVEREST AREA SCHOOL DISTRICT
FUND 42 BOARD CHECK REGISTER
(5/9/2023-6/13/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4200016	SOMERVILLE ARCHITECTS	38706	5/19/2023	12,388.03
222303230	LIVEWIRE SYSTEMS, LLC	1500	5/12/2023	23,625.00
222303401	VAN ERT ELECTRIC COMPANY INC.	001-007275	5/26/2023	31,060.79
222303474	LIVEWIRE SYSTEMS, LLC	1518	6/9/2023	6,580.00
222303475	THE BOLDT COMPANY	103990-0003	6/9/2023	289,047.25
				362,701.07

**DC EVEREST AREA SCHOOL DISTRICT
FUND 46 BOARD CHECK REGISTER
(5/9/2023-6/13/2023)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4600017	CHEMSEARCH FE	8172948	5/12/2023	4,502.43
4600018	PGA, INC.	534456	5/12/2023	15,890.40
4600019	TWEET/GAROT MECHANICAL INC	125359	5/12/2023	5,558.00
4600020	GRAYBAR, INC.	9332180476	5/26/2023	741.85
4600020	GRAYBAR, INC.	9332180477	5/26/2023	319.40
4600020	GRAYBAR, INC.	9332171736	5/26/2023	15.78
4600020	GRAYBAR, INC.	9332171738	5/26/2023	5.26
222303231	FORE-FRONT MECHANICAL, INC.	9647	5/12/2023	83,658.00
222303232	J.H. FINDORFF & SON, INC.	221098.01 #9	5/12/2023	448,021.73
222303309	AMAZON CAPITAL SERVICES	1DN1-L7XX-1MD7	5/19/2023	592.50
222303402	PGA, INC.	534625	6/2/2023	35,446.50
				594,751.85

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(5/3/2023-6/8/2023)

Tran Date	Where Used	District Card Name	Amount
05/04/2023	Discount Tire Wiw 01, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	438.00
05/04/2023	Eagle Eye Digital Vide, Saint Paul, MN, 55103, US	MATHIES, MICHAEL	177.03
05/04/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	124.00
05/04/2023	Tst Sams Pizza Schof, Schofield, WI, 54476, US	RAVEY, TRACY	94.84
05/04/2023	Sams Club #6535, Wausau, WI, 54401, US	KAMPMANN, KEVIN	93.97
05/04/2023	Sq Pho Zone, Llc, Weston, WI, 54476, US	SEEHAFER, DAWN	51.46
05/04/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	NYE, CASEY	32.45
05/04/2023	Carbuffs, Wausau, WI, 54401, US	SPETS, MATT	24.00
05/04/2023	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	19.46
05/04/2023	Pick N Save #406, Schofield, WI, 54476, US	OBOIKOVITZ, MALLC	12.87
05/04/2023	Weston Hardware, Weston, WI, 54476, US	BAUDHUIN, LATICIA	10.54
05/04/2023	Metro 046-Nat Airprt S, Arlington, VA, 22204, US	LINDELL, JEFF	7.00
05/05/2023	Cdw Govt #jk62708, 800-808-4239, IL, 60061, US	RAVEY, TRACY	3,244.12
05/05/2023	American 0012391310892, Fort Worth, TX, 76155, US	RAVEY, TRACY	586.80
05/05/2023	American 0012391310891, Fort Worth, TX, 76155, US	RAVEY, TRACY	586.80
05/05/2023	Menards Wausau Wi, Wausau, WI, 54401, US	MULLALEY3, JESSICA	382.68
05/05/2023	Ebay O 02-10024-20433, San Jose, CA, 95131, US	JASON JABLONSKI	312.28
05/05/2023	Nasp Online, Bethesda, MD, 20814, US	JABLONSKI, JAMIE A	209.00
05/05/2023	Mindbody, San Luis Obis, CA, 93401, US	MULL, AARON	182.33
05/05/2023	Allianz Travel Ins, 8006285404, VA, 23233, US	RAVEY, TRACY	88.02
05/05/2023	Pick N Save #406, Schofield, WI, 54476, US	RAVEY, TRACY	55.95
05/05/2023	Fastenal Company 01wis, Weston, WI, 54476, US	SUCHOMSKI, JOHN	18.46
05/05/2023	Weston Hardware, Weston, WI, 54476, US	JASON JABLONSKI	12.58
05/05/2023	Wm Supercenter #2127, Wausau, WI, 54401, US	HART, BETSY	5.78
05/05/2023	Pick N Save #406, Schofield, WI, 54476, US	RITGER, MIRANDA	4.67
05/05/2023	Weston Hardware, Weston, WI, 54476, US	MULL, AARON	2.75
05/08/2023	Amzn Mktp US V52lw4e53, Amzn.Com/Bill, WA, 98109	RAVEY, TRACY	1,299.99
05/08/2023	Embassy Suites Alxndr, Alexandria, VA, 22314, US	LINDELL, JEFF	1,176.25
05/08/2023	Target 00003640, Schofield, WI, 54476, US	LEHMAN, GINA	1,088.25
05/08/2023	Les Mills US Trading, Chicago, IL, 60654, US	MULL, AARON	599.00
05/08/2023	Sq Briqs Soft Serve, Weston, WI, 54476, US	MATHIES, MICHAEL	419.89
05/08/2023	Old Navy US 3776, Wausau, WI, 54401, US	LEHMAN, GINA	169.23
05/08/2023	Samsclub #6535, Wausau, WI, 54401, US	JAKUBEK, JACQUE	169.13
05/08/2023	Sams Club #6535, Wausau, WI, 54401, US	HART, BETSY	117.94
05/08/2023	Patron Mexican Restaur, Weston, WI, 54476-2779, US	TRIMNER, SARAH	75.30
05/08/2023	Amzn Mktp US Bd7s35f63, Amzn.Com/Bill, WA, 98109	RAVEY, TRACY	47.94
05/08/2023	Dominos 2042, Schofield, WI, 54476, US	SABEY, RENA	45.83
05/08/2023	Cke Log Cabin Restaura, Schofield, WI, 54476, US	SPETS, MATT	35.56
05/08/2023	Grille District, Arlington, VA, 22202, US	LINDELL, JEFF	33.35
05/08/2023	Buffalo Wild Wings 387, Saint Paul, MN, 55111, US	LINDELL, JEFF	17.01
05/08/2023	Alamo Toll 560762926, 8778601284, CO, 85201, US	SPETS, MATT	17.00
05/08/2023	Weston Hardware, Weston, WI, 54476, US	KUEHL, BRIAN	12.64

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(5/3/2023-6/8/2023)

Tran Date	Where Used	District Card Name	Amount
05/09/2023	Ncs Pearson Cert, 800-511-3478, MN, 55437, US	HOFFMAN, AARON	1,440.00
05/09/2023	Cdw Govt #jl90112, 800-808-4239, IL, 60061, US	RAVEY, TRACY	1,056.65
05/09/2023	Teacherspayteachers.Co, 6465880910, NY, 10003, US	KOEPKE, RICHARD	281.69
05/09/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	158.97
05/09/2023	Procure Software, Medford, OR, 97501, US	JAKUBEK, JACQUE	59.00
05/09/2023	Target.Com, 800-591-3869, MN, 55445, US	LEHMAN, GINA	55.30
05/09/2023	Target 00003640, Schofield, WI, 54476, US	WAGNER, KARI	43.47
05/09/2023	Nytimes Nytimes Disc, 800-698-4637, NY, 10018, US	DALEY, MICHELLE	4.00
05/09/2023	Weston Hardware, Weston, WI, 54476, US	BAUDHUIN, LATICIA	(10.54)
05/10/2023	Mba Research, 614-832-0797, OH, 43212, US	HOFFMAN, AARON	750.00
05/10/2023	Wis Hs Forensic Assoc, La Crosse, WI, 54603, US	RAETHER, MICHAEL	474.05
05/10/2023	Pick N Save 5406, Schofield, WI, 54476, US	RITGER, MIRANDA	356.75
05/10/2023	Aldi 64098, Weston, WI, 54476, US	OBOIKOVITZ, MALLC	132.06
05/10/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	RAETHER, MICHAEL	44.55
05/10/2023	Pick N Save #406, Schofield, WI, 54476, US	THOMPSON, KELLY	22.64
05/10/2023	Oreilly Auto Parts 38, Weston, WI, 54476, US	JASON JABLONSKI	19.74
05/10/2023	Fastenal Company 01wis, Weston, WI, 54476, US	SUCHOMSKI, JOHN	6.47
05/11/2023	Vue Comptia Mrketplce, 800-511-3478, MN, 55437, US	HOFFMAN, AARON	896.00
05/11/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	TRIMNER, SARAH	653.40
05/11/2023	Sq Rib Mtn Greenhouse, Wausau, WI, 54401, US	RAETHER, MICHAEL	396.68
05/11/2023	Samsclub #6535, Wausau, WI, 54401, US	RAETHER, MICHAEL	287.31
05/11/2023	Bestbuycom806759051365, 888bestbuy, MN, 55423, US	RAVEY, TRACY	212.14
05/11/2023	Fastenal Company 01wis, Weston, WI, 54476, US	KUEHL, BRIAN	94.45
05/11/2023	Pick N Save #406, Schofield, WI, 54476, US	RITGER, MIRANDA	76.62
05/11/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY3, JESSICA	62.27
05/11/2023	Kwik Trip 78700007872, Weston, WI, 54476-0000, US	HOFFMAN, AARON	23.20
05/11/2023	Pick N Save #406, Schofield, WI, 54476, US	HOFFMAN, AARON	19.82
05/11/2023	Teacherspayteachers.Co, 6465880910, NY, 10003, US	DALEY, MICHELLE	10.55
05/12/2023	Cdw Govt #jn46943, 800-808-4239, IL, 60061, US	RAVEY, TRACY	1,187.36
05/12/2023	Pitney Bowes Pi, 844-256-6444, CT, 06926, US	RAETHER, MICHAEL	331.97
05/12/2023	The Webstaurant Store, 717-3927472, PA, 17602, US	BAUDHUIN, LATICIA	301.87
05/12/2023	U-Haul Moving & Storag, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	260.80
05/12/2023	Walmart.Com, Walmart.Com, AR, 72716, US	JAKUBEK, JACQUE	230.21
05/12/2023	Walmart.Com, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	157.47
05/12/2023	Nueskes Applewood Smo, Wittenberg, WI, 54499, US	MCFARLANE, JASON	89.85
05/12/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	WELLER, JULIE	64.24
05/12/2023	Sconnis Alehouse And E, Schofield, WI, 54476, US	NYE, CASEY	43.93
05/12/2023	Pizza Hut 032799, Weston, WI, 54476, US	THOMPSON, KELLY	37.01
05/12/2023	Columbia Pipe & Supply, Rockford, IL, 61108, US	KUEHL, BRIAN	36.40
05/12/2023	Aldi 64098, Weston, WI, 54476, US	JAKUBEK, JACQUE	20.67
05/15/2023	Holiday Inn Exp & Suit, Weston, WI, 54476, US	DALEY, MICHELLE	686.00
05/15/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY3, JESSICA	439.31

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(5/3/2023-6/8/2023)

Tran Date	Where Used	District Card Name	Amount
05/15/2023	Politos Pizza, Rothschild, WI, 54474, US	HART, BETSY	238.96
05/15/2023	Dpi Ws2 Mqr Epay, Madison, WI, 53703-3474, US	JABLONSKI, JAMIE A	200.00
05/15/2023	Politos Pizza, Rothschild, WI, 54474, US	KOEPKE, RICHARD	162.74
05/15/2023	Target 00003640, Schofield, WI, 54476, US	HART, BETSY	140.68
05/15/2023	Menards Wausau Wi, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	135.39
05/15/2023	Sconnis Alehouse And E, Schofield, WI, 54476, US	HART, BETSY	93.00
05/15/2023	Amzn Mktp US Gr7nw5yx3, Amzn.Com/Bill, WA, 98109	JAKUBEK, JACQUE	65.97
05/15/2023	Canva I03783-22790641, Camden, DE, 19934, US	RITGER, MIRANDA	62.50
05/15/2023	Dollar Tree, Wausau, WI, 54401, US	SEEHAFER, DAWN	47.48
05/15/2023	Canva I03783-22726154, Camden, DE, 19934, US	RITGER, MIRANDA	34.00
05/15/2023	Canva I03783-22653870, Camden, DE, 19934, US	RITGER, MIRANDA	34.00
05/15/2023	Sconnis Alehouse And E, Schofield, WI, 54476, US	NYE, CASEY	33.49
05/15/2023	Watermark Restaurant, Appleton, WI, 54914, US	MULL, AARON	18.77
05/15/2023	In Wausau Awards & En, Wausau, WI, 54401, US	SUCKOW, ELLEN	14.00
05/15/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY3, JESSICA	12.07
05/15/2023	Samsclub #6535, Wausau, WI, 54401, US	RAVEY, TRACY	9.98
05/16/2023	Stopthebleed.Org, Greer, SC, 29650, US	WEGGE, KAREN A	2,400.49
05/16/2023	Sq Briqs Soft Serve, Weston, WI, 54476, US	SUCKOW, ELLEN	1,568.12
05/16/2023	Samsclub #6535, Wausau, WI, 54401, US	SEEHAFER, DAWN	217.56
05/16/2023	Sams Club #6535, Wausau, WI, 54401, US	MCFARLANE, JASON	171.62
05/16/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	167.09
05/16/2023	Target 00003640, Schofield, WI, 54476, US	LEHMAN, GINA	142.20
05/16/2023	Western Psychological, Torrance, CA, 90503, US	WELLER, JULIE	71.00
05/16/2023	Pick N Save #405, Wausau, WI, 54401, US	HERRERA, ALICIA	44.28
05/16/2023	Amzn Mktp US H48x215n1, Amzn.Com/Bill, WA, 98109	JAKUBEK, JACQUE	23.70
05/16/2023	Amzn Mktp US Ox79420f3, Amzn.Com/Bill, WA, 98109	RAVEY, TRACY	21.99
05/16/2023	School Nutrition Assoc, 920-5605630, WI, 54136, US	BAUDHUIN, LATICIA	(185.00)
05/17/2023	Loyola Chgo Cas, 312-915-7438, IL, 60660, US	SEEHAFER, DAWN	725.00
05/17/2023	Epic Sports, Bel Aire, KS, 67226-8718, US	MULL, AARON	694.57
05/17/2023	School Nutrition Assoc, Arlington, VA, 95131, US	BAUDHUIN, LATICIA	565.00
05/17/2023	Pick N Save 5406, Schofield, WI, 54476, US	RITGER, MIRANDA	537.03
05/17/2023	Best Western West Town, Madison, WI, 53719, US	RAETHER, MICHAEL	159.99
05/17/2023	Best Western West Town, Madison, WI, 53719, US	RAETHER, MICHAEL	159.99
05/17/2023	Best Western West Town, Madison, WI, 53719, US	RAETHER, MICHAEL	100.00
05/17/2023	Control Concepts Tech, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	87.95
05/17/2023	Amzn Mktp US 8f2337513, Amzn.Com/Bill, WA, 98109	KOEPKE, RICHARD	87.00
05/17/2023	Chang Garden, Weston, WI, 54476-4188, US	HART, BETSY	80.09
05/17/2023	Festival Foods Westo, Weston, WI, 54476, US	JAKUBEK, JACQUE	69.00
05/17/2023	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	SUCKOW, ELLEN	68.26
05/17/2023	Pick N Save #406, Schofield, WI, 54476, US	RITGER, MIRANDA	57.55
05/17/2023	Jimmy Johns - 1575, Schofield, WI, 54476, US	SPETS, MATT	57.54
05/17/2023	Dollar Tree, Schofield, WI, 54476, US	SEEHAFER, DAWN	52.68

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(5/3/2023-6/8/2023)

Tran Date	Where Used	District Card Name	Amount
05/17/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	SPETS, MATT	30.13
05/17/2023	Pick N Save #406, Schofield, WI, 54476, US	MCFARLANE, JASON	22.13
05/17/2023	Travelocity 7255867585, Www.Tvly.Com, WA, 98119, US	SEEHAFER, DAWN	13.28
05/18/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	MEYER, MELISSA	479.94
05/18/2023	Cdw Govt #jq50496, 800-808-4239, IL, 60061, US	RAVEY, TRACY	478.68
05/18/2023	Pick N Save #404, Rothschild, WI, 54474, US	SEEHAFER, DAWN	377.94
05/18/2023	Cdw Govt #jq49484, 800-808-4239, IL, 60061, US	RAVEY, TRACY	367.34
05/18/2023	Delta 00679327422550, Seattle, WA, 30354-1989, US	SEEHAFER, DAWN	262.21
05/18/2023	Delta 00679327422546, Seattle, WA, 30354-1989, US	SEEHAFER, DAWN	262.21
05/18/2023	Delta 00679327422535, Seattle, WA, 30354-1989, US	SEEHAFER, DAWN	262.21
05/18/2023	American 00179502419574, Seattle, WA, 85034-3802, US	SEEHAFER, DAWN	262.21
05/18/2023	American 00179502419552, Seattle, WA, 85034-3802, US	SEEHAFER, DAWN	262.21
05/18/2023	American 00179502419515, Seattle, WA, 85034-3802, US	SEEHAFER, DAWN	262.21
05/18/2023	Kenosha Pub Museum, Kenosha, WI, 53140-3778, US	MCFARLANE, JASON	175.00
05/18/2023	Amazon.Com K15nl2r73, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	107.99
05/18/2023	Ncs Pearson Cert, 800-511-3478, MN, 55437, US	HOFFMAN, AARON	80.10
05/18/2023	Festival Foods Westo, Weston, WI, 54476, US	RAVEY, TRACY	68.44
05/18/2023	Pick N Save #406, Schofield, WI, 54476, US	LEHMAN, GINA	60.50
05/18/2023	Dollar Tree, Schofield, WI, 54476, US	RITGER, MIRANDA	51.25
05/18/2023	Lambs Fresh Market, Wausau, WI, 54403, US	HERRERA, ALICIA	37.73
05/18/2023	Sq Briqs Soft Serve, Weston, WI, 54476, US	DEGNER, GLORIA	34.00
05/18/2023	Pick N Save #406, Schofield, WI, 54476, US	RAVEY, TRACY	21.36
05/18/2023	Best Western West Town, Madison, WI, 53719, US	RAETHER, MICHAEL	(100.00)
05/19/2023	Stripe Payment, Port Moody, BC, V3H 0E3, CA	MULL, AARON	696.82
05/19/2023	Sp Lulu Press, Morrisville, NC, 27560, US	SEEHAFER, DAWN	401.56
05/19/2023	Cdw Govt #jr39168, 800-808-4239, IL, 60061, US	RAVEY, TRACY	261.60
05/19/2023	Sconnis Alehouse And E, Schofield, WI, 54476, US	JAKUBEK, JACQUE	66.44
05/19/2023	Amzn Mktp US N135j0d83, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	53.94
05/19/2023	Kwik Trip 35600003566, Weston, WI, 54476-0000, US	SUCKOW, ELLEN	45.00
05/19/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	39.00
05/19/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	NYE, CASEY	27.40
05/19/2023	Pick N Save #406, Schofield, WI, 54476, US	HOFFMAN, AARON	15.69
05/19/2023	91631 - Hill Farms, Madison, WI, 53705, US	RAETHER, MICHAEL	12.00
05/19/2023	Dvds For Schools, Corte Madera, CA, 94925, US	JABLONSKI, JAMIE A	(628.66)
05/22/2023	Bestbuycom806763851856, 888bestbuy, MN, 55423, US	RAVEY, TRACY	7,719.90
05/22/2023	Sams Club #6535, Wausau, WI, 54401, US	MATHIES, MICHAEL	1,345.34
05/22/2023	Aldi 64098, Weston, WI, 54476, US	OBOIKOVITZ, MALLC	157.81
05/22/2023	Pick N Save #406, Schofield, WI, 54476, US	RITGER, MIRANDA	88.16
05/22/2023	Dominos 2042, Schofield, WI, 54476, US	SABEY, RENA	77.75
05/22/2023	Pick N Save 5406, Schofield, WI, 54476, US	RITGER, MIRANDA	45.13
05/22/2023	Pick N Save #406, Schofield, WI, 54476, US	ZIEGELBAUER, KELLY	23.16
05/22/2023	Aldi 64098, Weston, WI, 54476, US	JAKUBEK, JACQUE	22.10

DC EVEREST AREA SCHOOL DISTRICT

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(5/3/2023-6/8/2023)

Tran Date	Where Used	District Card Name	Amount
05/22/2023	Apple.Com/Us, Cupertino, CA, 95014, US	RAVEY, TRACY	19.00
05/22/2023	Sherwin Williams 70349, Schofield, WI, 54476, US	HOFFMAN, AARON	18.39
05/22/2023	Kwik Trip 35600003566, Weston, WI, 54476-0000, US	HOFFMAN, AARON	16.62
05/23/2023	Cdw Govt #js46051, 800-808-4239, IL, 60061, US	RAVEY, TRACY	6,016.80
05/23/2023	Cdw Govt #js37698, 800-808-4239, IL, 60061, US	RAVEY, TRACY	2,413.66
05/23/2023	Dominos 2042, Schofield, WI, 54476, US	SEEHAFER, DAWN	187.52
05/23/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	95.39
05/23/2023	Sq Pho Zone, Llc, Weston, WI, 54476, US	SABEY, RENA	58.00
05/23/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	48.07
05/23/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	47.90
05/23/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	45.99
05/23/2023	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	43.14
05/23/2023	Weston Hardware, Weston, WI, 54476, US	JASON JABLONSKI	14.40
05/24/2023	Bestbuycom806763704316, 888bestbuy, MN, 55423, US	RAVEY, TRACY	3,749.95
05/24/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	1,998.00
05/24/2023	Sp Parent Institute, Springfield, VA, 22150, US	JABLONSKI, JAMIE A	649.00
05/24/2023	Sp Radiodepot.Com, Hendersonvill, TN, 37075, US	MCFARLANE, JASON	174.85
05/24/2023	Zoom.Us 888-799-9666, San Jose, CA, 95113, US	MULL, AARON	149.90
05/24/2023	Menards Wausau Wi, Wausau, WI, 54401, US	JAKUBEK, JACQUE	30.84
05/24/2023	The Home Depot #4931, Wausau, WI, 544010000, US	RAVEY, TRACY	27.60
05/24/2023	Target 00003640, Schofield, WI, 54476, US	HART, BETSY	11.59
05/24/2023	Dollar Tree, Schofield, WI, 54476, US	MULLALEY, JESSICA	8.18
05/25/2023	Pizza Hut 032799, Weston, WI, 54476, US	KOEPKE, RICHARD	164.40
05/25/2023	Sq Pho Zone, Llc, Weston, WI, 54476, US	THOMPSON, KELLY	141.45
05/25/2023	Amzn Mktp US K483t74e3, Amzn.Com/Bill, WA, 98109	RAVEY, TRACY	99.95
05/25/2023	Amzn Mktp US S32zx0bf3, Amzn.Com/Bill, WA, 98109	RAVEY, TRACY	66.49
05/25/2023	Pick N Save #406, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	50.00
05/25/2023	Sams Club #6535, Wausau, WI, 54401, US	SEEHAFER, DAWN	42.80
05/25/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	THOMPSON, KELLY	13.17
05/25/2023	Target 00003640, Schofield, WI, 54476, US	LEHMAN, GINA	11.58
05/25/2023	Residence Inn Chicago, Chicago, IL, 60654, US	RITGER, MIRANDA	1,094.82
05/25/2023	Northern Battery 1100, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	67.32
05/25/2023	Lincoln Contractors Su, Weston, WI, 54476, US	KUEHL, BRIAN	66.49
05/25/2023	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	20.12
05/26/2023	Village Of Weston, 715-359-6114, WI, 54476, US	DEGNER, GLORIA	90.90
05/26/2023	Politos Pizza, Rothschild, WI, 54474, US	SEEHAFER, DAWN	910.20
05/26/2023	Tst The Bar - Wausau, Rothschild, WI, 53051, US	LEHMAN, GINA	147.26
05/26/2023	Target 00003640, Schofield, WI, 54476, US	HERRERA, ALICIA	84.00
05/26/2023	Target 00003640, Schofield, WI, 54476, US	RITGER, MIRANDA	56.97
05/26/2023	Jeris Hallmark 201, Rothschild, WI, 54474, US	SUCKOW, ELLEN	17.16
05/26/2023	Control Concepts Tech, Schofield, WI, 54476, US	KUEHL, BRIAN	36.98
05/26/2023	Weston Hardware, Weston, WI, 54476, US	KUEHL, BRIAN	16.87

DC EVEREST AREA SCHOOL DISTRICT

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(5/3/2023-6/8/2023)

Tran Date	Where Used	District Card Name	Amount
05/26/2023	Weston Hardware, Weston, WI, 54476, US	KUEHL, BRIAN	4.40
05/29/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	5,592.00
05/29/2023	Amazon.Com 492ze8163, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	281.25
05/29/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	MEYER, MELISSA	258.70
05/29/2023	Sconnis Alehouse And E, Schofield, WI, 54476, US	WEGGE, KAREN A	204.00
05/29/2023	Wm Supercenter #2127, Wausau, WI, 54401, US	JABLONSKI, JAMIE A	100.00
05/29/2023	Py Beccas Cafe Weston, Wausau, WI, 54401, US	WELLER, JULIE	52.90
05/29/2023	Chips Of Marshfield LI, Marshfield, WI, 54449, US	HART, BETSY	52.05
05/29/2023	Politos Pizza, Rothschild, WI, 54474, US	MULLALEY, JESSICA	39.14
05/29/2023	Wiggly Field, Schofield, WI, 54476, US	SPETS, MATT	21.66
05/29/2023	In Wausau Awards & En, Wausau, WI, 54401, US	SUCKOW, ELLEN	14.00
05/29/2023	Fleet Farm 400, Wausau, WI, 54401, US	MULL, AARON	3.80
05/30/2023	Sams Club #6535, Wausau, WI, 54401, US	HERRERA, ALICIA	51.94
05/31/2023	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	1,032.00
05/31/2023	American Red Cross, 800-733-2767, DC, 20006, US	WEGGE, KAREN A	294.00
05/31/2023	Sq Clay House/Pizza K, Weston, WI, 54476, US	HART, BETSY	197.00
05/31/2023	Tds Telecom, Madison, WI, 53717, US	RAVEY, TRACY	122.43
05/31/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/31/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/31/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/31/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/31/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/31/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/31/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/31/2023	Facebk Axc9qqxgh2, Menlo Park, CA, 94025, US	MULL, AARON	18.06
05/31/2023	Western Psychological, Torrance, CA, 90503, US	WELLER, JULIE	68.00
06/01/2023	Decker Equipment, 800-7624899, MI, 48768, US	BAUDHUIN, LATICIA	905.20
06/01/2023	Tst Clean Slate Coffe, Rothschild, WI, 54474, US	BAUDHUIN, LATICIA	30.00
06/01/2023	Dales Weston Lanes, Weston, WI, 54476, US	ZIEGELBAUER, KELLY	510.00
06/01/2023	Walmart.Com, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	130.58
06/01/2023	Dominos 2042, Schofield, WI, 54476, US	SABEY, RENA	52.18
06/01/2023	Uwlax, Scottsdale, AZ, 54601, US	MATHIES, MICHAEL	51.38
06/01/2023	Kwik Trip 35600003566, Weston, WI, 54476-0000, US	MCFARLANE, JASON	31.80
06/01/2023	Sams Club #6535, Wausau, WI, 54401, US	WAGNER, KARI	13.98
06/01/2023	Southside Tire Schofie, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	6,398.64
06/01/2023	Stas Picture Hanging, Webster, MA, 01570, US	JASON JABLONSKI	797.10
06/01/2023	Wasbo Foundation, Madison, WI, 53704, US	JASON JABLONSKI	525.00
06/01/2023	Control Concepts Tech, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	103.09
06/01/2023	Wiggly Field, Schofield, WI, 54476, US	TRIMNER, SARAH	60.18
06/02/2023	Pick N Save #406, Schofield, WI, 54476, US	BAUDHUIN, LATICIA	34.45
06/02/2023	Politos Pizza, Rothschild, WI, 54474, US	KOEPKE, RICHARD	187.46
06/02/2023	Fleet Farm 400, Wausau, WI, 54401, US	JAKUBEK, JACQUE	129.90

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(5/3/2023-6/8/2023)

Tran Date	Where Used	District Card Name	Amount
06/02/2023	Target 00003640, Schofield, WI, 54476, US	RITGER, MIRANDA	120.00
06/02/2023	Dunkin #352546 Q35, Weston, WI, 54476, US	WAGNER, KARI	72.44
06/02/2023	The Home Depot #4931, Wausau, WI, 544010000, US	RAVEY, TRACY	41.40
06/02/2023	Weston Hardware, Weston, WI, 54476, US	KUEHL, BRIAN	30.56
06/02/2023	Creawritecourse.Com, Hot Springs, AR, 71901, US	SUCHOMSKI, JOHN	0.90
06/05/2023	Smk Surveymonkey.Com, Palo Alto, CA, 94301, US	RAVEY, TRACY	2,700.00
06/05/2023	Thomas Scientific Hold, Swedesboro, NJ, 08085, US	HOFFMAN, AARON	528.82
06/05/2023	Jimmy Johns - 1575, Schofield, WI, 54476, US	WAGNER, KARI	437.38
06/05/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	411.36
06/05/2023	Papa Johns #5187, Wausau, WI, 54401, US	SEEHAFER, DAWN	394.96
06/05/2023	Politos Pizza Of Waus, Wausau, WI, 54403, US	HART, BETSY	359.36
06/05/2023	Politos Pizza, Rothschild, WI, 54474, US	KAMPMANN, KEVIN	213.21
06/05/2023	Frosty Freeze, Hatley, WI, 54440, US	POSTELNIK, MEGHA	134.66
06/05/2023	Panera Bread #601700 O, 715-261-2217, WI, 54401, US	MCFARLANE, JASON	125.87
06/05/2023	Amzn Mktp US 0a3jy6i93, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	99.95
06/05/2023	Dominos 2042, Schofield, WI, 54476, US	JAKUBEK, JACQUE	85.01
06/05/2023	Samsclub #6535, Wausau, WI, 54401, US	SUCKOW, ELLEN	72.68
06/05/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	61.88
06/05/2023	Walmart.Com 8009666546, Bentonville, AR, 72716, US	JAKUBEK, JACQUE	57.74
06/05/2023	Festival Foods Westo, Weston, WI, 54476, US	SEEHAFER, DAWN	56.99
06/05/2023	Tst Eagles Nest Sport, La Crosse, WI, 54601, US	RAETHER, MICHAEL	42.96
06/05/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
06/05/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
06/05/2023	Amzn Mktp US W53431zr3, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	35.94
06/05/2023	Pick N Save 5406, Schofield, WI, 54476, US	MULLALEY, JESSICA	35.68
06/05/2023	Kwik Trip 35600003566, Weston, WI, 54476-0000, US	MCFARLANE, JASON	33.73
06/05/2023	Gofan Wiaa State Trac, Alpharetta, GA, 30005, US	RAETHER, MICHAEL	25.10
06/05/2023	Facebk Srfxmr3hh2, Menlo Park, CA, 94025, US	MULL, AARON	25.00
06/05/2023	Pick N Save #406, Schofield, WI, 54476, US	MULL, AARON	16.99
06/05/2023	Pick N Save #406, Schofield, WI, 54476, US	MULL, AARON	6.00
06/05/2023	Target 00003640, Schofield, WI, 54476, US	RITGER, MIRANDA	(60.00)
06/05/2023	Linder Electronic Moto, Wausau, WI, 54401, US	HERNING, CODY	1,957.32
06/05/2023	Wal-Mart #1366, Merrill, WI, 54452, US	ROBBINS, JODIE	172.81
06/05/2023	Pizza Ranch - Weston, Weston, WI, 54476, US	LEHMAN, GINA	80.00
06/05/2023	Target 00003640, Schofield, WI, 54476, US	LEHMAN, GINA	48.97
06/05/2023	Marathon County Solid, Ringle, WI, 54471-5703, US	JASON JABLONSKI	39.20
06/05/2023	Wasbo Foundation, Madison, WI, 53704, US	JASON JABLONSKI	(35.00)
06/06/2023	Nytimes Nytimes Disc, 800-698-4637, NY, 10018, US	DALEY, MICHELLE	4.00
06/06/2023	Amzn Mktp US Y12pf62m3, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	394.10
06/06/2023	Mindbody, San Luis Obis, CA, 93401, US	MULL, AARON	182.33
06/06/2023	Amazon.Com 1j4ue5mg3, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	113.82
06/06/2023	Stericycle Inc/Shred-I, Bannockburn, IL, 60061, US	SEEHAFER, DAWN	68.02

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(5/3/2023-6/8/2023)

Tran Date	Where Used	District Card Name	Amount
06/06/2023	Bp#1965987r-Store 4qps, Rothschild, WI, 54474, US	JASON JABLONSKI	95.40
06/07/2023	Walmart.Com 8009666546, Bentonville, AR, 72716, US	DAY, KIMBERLY	125.28
06/07/2023	American Red Cross, 800-733-2767, DC, 20006, US	WEGGE, KAREN A	70.00
06/07/2023	Fieldprint Inc, Warminster, PA, 18974, US	JAKUBEK, JACQUE	39.00
06/07/2023	Wisc Assoc For Languag, 414-349-8199, WI, 53214, US	DALEY, MICHELLE	35.00
06/07/2023	Wisc Assoc For Languag, 414-349-8199, WI, 53214, US	DALEY, MICHELLE	35.00
06/07/2023	American Red Cross, 800-733-2767, DC, 20006, US	WEGGE, KAREN A	25.00
06/07/2023	Elsevier Inc., Philadelphia, PA, 19103, US	LINDELL, JEFF	24.95
06/07/2023	American Red Cross, 800-733-2767, DC, 20006, US	JAKUBEK, JACQUE	50.00
06/07/2023	American Red Cross, 800-733-2767, DC, 20006, US	JAKUBEK, JACQUE	40.00
06/07/2023	Name-Cheap.Com Vrkrqc, Phoenix, AZ, 85034, US	RAVEY, TRACY	14.76
06/07/2023	The Home Depot #4931, Wausau, WI, 544010000, US	JASON JABLONSKI	1,801.80
06/07/2023	Menards Wausau Wi, Wausau, WI, 54401, US	JASON JABLONSKI	123.72
06/08/2023	Samsclub.Com, 888-746-7726, AR, 72712, US	DAY, KIMBERLY	61.40
06/08/2023	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	10.18
06/08/2023	Powerblock, Inc., Danr@powerblo, MN, 55060, US	MULL, AARON	90.00
06/08/2023	Amzn Mktp US Je3ta5ej3, Amzn.Com/Bill, WA, 98109,	RAVEY, TRACY	80.93
06/08/2023	Kwik Trip 78700007872, Weston, WI, 54476-0000, US	JASON JABLONSKI	75.60
06/08/2023	Fastenal Company 01wis, Weston, WI, 54476, US	HERNING, CODY	9.10
			97,155.67

Account Level		Beginning	2022-23	2022-23	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 A 000 000 711000 000 000 000	GENERAL FUND/CL Cash	-3,039,106.37	141,246,925.87	134,570,560.57	3,637,258.93
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	32,834,280.14	32,834,280.14	0.00
10 A 000 000 711105 000 000 000	GENERAL FUND/A/ A/P ACH Cash Clearing Account	0.00	46,356.67	46,356.67	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PE PETTY CASH	980.00	200.00	0.00	1,180.00
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	20,777,612.02	110,702,513.68	120,806,342.29	10,673,783.41
10 A 000 000 712001 000 000 000	GENERAL FUND/CD E-COMMERCE CASH ACCOUNT	0.00	809.44	205.57	603.87
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	500,763.29	2,532,724.43	0.00	3,033,487.72
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	6,790,595.03	20,949,893.32	20,289,506.48	7,450,981.87
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	193,024.47	0.01	193,024.48	0.00
10 A 000 000 713207 000 000 000	GENERAL FUND/SC SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713208 000 000 000	GENERAL FUND/FO FOUNDATION RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713210 000 000 000	GENERAL FUND/TR TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10 A 000 000 714100 000 000 000	GENERAL FUND/DU Due From Other Funds	0.00	0.00	0.00	0.00
10 A 000 000 715100 000 000 000	GENERAL FUND/DU DUE FROM LOCAL GOVERNMENTS	0.00	0.00	0.00	0.00
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	0.00	0.00	0.00	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	242,634.04	0.00	242,634.04	0.00
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	1,882,759.92	0.00	1,882,759.92	0.00
10 A 000 000 716000 000 000 000	GENERAL FUND/IN INVENTORY	45,737.22	0.00	45,737.22	0.00
10 A 000 000 717000 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	181,385.58	93,854.55	156,049.45	119,190.68
10 A 000 000 717001 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	0.00	0.00	0.00	0.00
10 A 000 000 751000 000 000 000	GENERAL FUND/FI FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10 A 000 000 753000 000 000 000	GENERAL FUND/FI FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10 A 000 000 754000 000 000 000	GENERAL FUND/FI FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10 A 000 000 754100 000 000 000	GENERAL FUND/EQ FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10 L 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 L 000 000 811100 000 000 000	GENERAL FUND/TE TEMPORARY NOTES PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-1,040,316.98	22,105,924.39	21,065,607.41	0.00
10 L 000 000 811555 000 000 000	GENERAL FUND/AP AP P-CARD	0.00	0.00	0.00	0.00
10 L 000 000 811558 000 000 000	GENERAL FUND/AP AP STAPLES	0.00	0.00	0.00	0.00
10 L 000 000 811610 000 000 000	GENERAL FUND/ME MEDICARE TAX	-52,332.79	1,238,143.87	1,185,811.08	0.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-224,198.67	5,291,139.87	5,066,941.20	0.00
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	2,798,035.88	2,798,035.88	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-78,102.20	1,521,302.54	1,443,200.34	0.00
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-702,219.40	6,265,994.71	6,237,266.47	-673,491.16
10 L 000 000 811622 000 000 000	GENERAL FUND/HD HDHP - 4K / 8K	0.00	0.00	0.00	0.00
10 L 000 000 811624 000 000 000	GENERAL FUND/HD HDHP - 40 PLAN	0.00	0.00	0.00	0.00
10 L 000 000 811626 000 000 000	GENERAL FUND/HS HSA - EMPLOYEE DEDUCTIONS	-100.00	555.76	455.76	0.00
10 L 000 000 811628 000 000 000	GENERAL FUND/HS HSA - EMPLOYER CONTRIBUTIONS	0.00	400.00	400.00	0.00
10 L 000 000 811630 000 000 000	GENERAL FUND/DE DENTAL - PPO CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811631 000 000 000	GENERAL FUND/HE HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Beginning	2022-23		Ending	
								Description	Balance	FYTD Debits	FYTD Credits	Balance	
10	L	000	000	811632	000	000	000	GENERAL FUND/DE	DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10	L	000	000	811633	000	000	000	GENERAL FUND/DI	DISABILITY INS DEDUCTION	-9,351.70	132,483.10	126,979.33	-3,847.93
10	L	000	000	811634	000	000	000	GENERAL FUND/SP	SPOUSE/DEP'T LIFE INSURANCE	-2,052.44	10,232.70	10,781.10	-2,600.84
10	L	000	000	811635	000	000	000	GENERAL FUND/DE	DEPENDENT CARE - CHPT125	-11,235.09	100,371.31	97,260.60	-8,124.38
10	L	000	000	811636	000	000	000	GENERAL FUND/DE	DENTAL-PPO CHAPTER 125	0.00	0.00	0.00	0.00
10	L	000	000	811637	000	000	000	GENERAL FUND/HE	HEALTH-CHAPTER 125	0.00	0.00	0.00	0.00
10	L	000	000	811638	000	000	000	GENERAL FUND/DE	DENTAL-CHAPTER 125	0.00	0.00	0.00	0.00
10	L	000	000	811639	000	000	000	GENERAL FUND/AD	ADDITIONAL LIFE INSURANCE	-442.81	87,317.48	89,884.05	-3,009.38
10	L	000	000	811640	000	000	000	GENERAL FUND/UN	UNITED WAY	0.00	16,634.24	16,634.24	0.00
10	L	000	000	811641	000	000	000	GENERAL FUND/OT	OTHER MEDICAL - CHPT 125	0.00	0.00	0.00	0.00
10	L	000	000	811642	000	000	000	GENERAL FUND/EB	EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00
10	L	000	000	811643	000	000	000	GENERAL FUND/HE	HEALTH INS. - SELF PAY - COBRA	0.00	1,757.27	96,527.49	-94,770.22
10	L	000	000	811644	000	000	000	GENERAL FUND/DE	DENTAL INS. - SELF PAY - COBRA	0.00	222.81	15,587.60	-15,364.79
10	L	000	000	811645	000	000	000	GENERAL FUND/LI	LIFE INS - EMPLOYER CONTRIBUTI	-21,164.23	92,614.04	90,140.58	-18,690.77
10	L	000	000	811647	000	000	000	GENERAL FUND/LI	LIMITED FLEX PLAN-CHAPTER 125	-1,371.07	1,371.07	0.00	0.00
10	L	000	000	811648	000	000	000	GENERAL FUND/SU	SUPPLEMENTAL LIFE INSURANCE	-3,280.53	40,050.82	42,107.88	-5,337.59
10	L	000	000	811650	000	000	000	GENERAL FUND/UN	UNION DUES DEDUCTION	0.00	0.00	0.00	0.00
10	L	000	000	811652	000	000	000	GENERAL FUND/GR	GREENHECK FIELDHOUSE MEMBERSHP	0.00	0.00	0.00	0.00
10	L	000	000	811655	000	000	000	GENERAL FUND/V	V VISION PLAN (DELTA)	333.03	44,986.93	42,232.70	3,087.26
10	L	000	000	811656	000	000	000	GENERAL FUND/V	V SHORT TERM DISABILITY	7,925.32	71,247.75	73,348.73	5,824.34
10	L	000	000	811665	000	000	000	GENERAL FUND/RO	ROTH 403(B)	0.00	55,496.25	55,496.25	0.00
10	L	000	000	811670	000	000	000	GENERAL FUND/TS	TSA'S	0.00	907,951.18	907,951.18	0.00
10	L	000	000	811673	000	000	000	GENERAL FUND/RE	RETIREE HEALTH	0.00	0.00	0.00	0.00
10	L	000	000	811674	000	000	000	GENERAL FUND/RE	RETIREE DENTAL	0.00	0.00	0.00	0.00
10	L	000	000	811675	000	000	000	GENERAL FUND/RE	RETIREE LIFE	0.00	0.00	0.00	0.00
10	L	000	000	811697	000	000	000	GENERAL FUND/CH	CHAMBER GIFT CERTIFICATES	0.00	10,250.00	10,250.00	0.00
10	L	000	000	811699	000	000	000	GENERAL FUND/MI	MISCELLANEOUS DEDUCTION	0.00	51,083.01	51,083.01	0.00
10	L	000	000	811700	000	000	000	GENERAL FUND/IN	INTEREST PAYABLE	0.00	0.00	0.00	0.00
10	L	000	000	811810	000	000	000	GENERAL FUND/NE	NET PAYROLL PAYABLE (CHECKS)	0.00	0.00	0.00	0.00
10	L	000	000	811815	000	000	000	GENERAL FUND/NE	NET EFT PAYABLE	0.00	54,098,105.31	54,098,105.31	0.00
10	L	000	000	811820	000	000	000	GENERAL FUND/VO	VOUCHERS PAYABLE	-3,669,388.74	3,669,388.74	0.00	0.00
10	L	000	000	812000	000	000	000	GENERAL FUND/DU	Due To Other Funds	0.00	0.00	0.00	0.00
10	L	000	000	815100	000	000	000	GENERAL FUND/SE	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
10	L	000	000	815110	000	000	000	GENERAL FUND/DI	SF DENTAL PREMIUMS - DISTRICT	-86,467.37	108.87	419,470.01	-505,828.51
10	L	000	000	815120	000	000	000	GENERAL FUND/EM	SF DENTAL PREMIUMS - EMPLOYEE	0.00	364.51	94,228.97	-93,864.46
10	L	000	000	815901	000	000	000	GENERAL FUND/OP	OPEB 73	0.00	0.00	740,968.00	-740,968.00
10	L	000	000	816000	000	000	000	GENERAL FUND/DE	DEFERRED REVENUES	0.00	0.00	0.00	0.00
10	L	000	000	816200	000	000	000	GENERAL FUND/DE	DEFERRED REVENUE STATE AID	0.00	0.00	0.00	0.00
10	L	000	000	816903	000	000	000	GENERAL FUND/DE	DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00
10	L	000	000	816905	000	000	000	GENERAL FUND/DE	DEFERRED REVENUE-MISC. ICE USE	0.00	0.00	0.00	0.00

		Account Level		Beginning	2022-23		2022-23	Ending									
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
10	L	000	000	816909	000	000	000	GENERAL FUND/DE					DEFERRED REVENUE H.S. HOCKEY	0.00	0.00	0.00	0.00
10	L	000	000	816910	000	000	000	GENERAL FUND/DE					DEF. REV. - IN TECH	0.00	0.00	0.00	0.00
10	L	000	000	816999	000	000	000	GENERAL FUND/OT					DEFERRED REVENUE- OTHER GRANTS	0.00	0.00	0.00	0.00
10	L	000	000	817100	000	000	000	GENERAL FUND/HE					HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
10	L	000	000	817101	000	000	000	GENERAL FUND/SE					HEALTH INS. PREMIUM PAYABLE	-1,208,388.34	9,857,589.50	9,346,965.84	-697,764.68
10	L	000	000	817150	000	000	000	GENERAL FUND/HR					HRA PAYABLE	0.00	0.00	0.00	0.00
10	L	000	000	817200	000	000	000	GENERAL FUND/DE					DENTAL-CLAIMS PAYABLE	-46,000.00	858,410.92	360,849.68	451,561.24
10	L	000	000	819107	000	000	000	GENERAL FUND/CO					CONF ROOM A - ED IMPROVEMENT	0.00	0.00	0.00	0.00
10	L	000	000	842300	000	000	000	GENERAL FUND/LO					LONG TERM BONDS PAYABLE	0.00	0.00	0.00	0.00
10	L	000	000	842350	000	000	000	GENERAL FUND/38					38 FUND TAXABLE BONDS	0.00	0.00	0.00	0.00
10	Q	000	000	000000	000	000	000	GENERAL FUND/N/						0.00	0.00	0.00	0.00
10	Q	000	000	911000	000	000	000	GENERAL FUND/FI					FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00
10	Q	000	000	912000	000	000	000	GENERAL FUND/FI					FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00
10	Q	000	000	914000	000	000	000	GENERAL FUND/FI					FIXED ASSETS-ACCUM DEPRECIATIO	0.00	0.00	0.00	0.00
10	Q	000	000	916000	000	000	000	GENERAL FUND/FI					FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00
10	Q	000	000	931000	000	000	000	GENERAL FUND/FU					FUND BALANCE-RESERVED	0.00	82,113,423.13	82,205,958.69	-92,535.56
10	Q	000	000	931700	000	000	000	GENERAL FUND/FU					FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00
10	Q	000	000	932000	000	000	000	GENERAL FUND/FU					FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
10	Q	000	000	936110	000	000	000	GENERAL FUND/SE					FUND BALANCE - SELF INSURANCE	-86,467.37	0.00	0.00	-86,467.37
10	Q	000	000	936120	000	000	000	GENERAL FUND/Co					CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
10	Q	000	000	936130	000	000	000	GENERAL FUND/UN					UNSPENT COMMON SCHOOL LIBRARY	-20,380.69	554,861.10	561,780.19	-27,299.78
10	Q	000	000	936320	000	000	000	GENERAL FUND/De					DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
10	Q	000	000	936500	000	000	000	GENERAL FUND/Fo					FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
10	Q	000	000	936900	000	000	000	GENERAL FUND/FD					FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
10	Q	000	000	938900	000	000	000	GENERAL FUND/As					ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10	Q	000	000	939200	000	000	000	GENERAL FUND/CA					WORKING CAPITAL (CASH FLOW)	-20,321,383.13	140,876,350.04	142,861,960.81	-22,306,993.90
10	Q	000	000	939900	000	000	000	GENERAL FUND/Un					UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10	-	---	---	-----	---	---	---							0.00	641,281,727.21	641,281,727.21	0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Beginning	2022-23		Ending
								Description	Balance	FYTD Debits	FYTD Credits	Balance
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI CASH	-312,460.43	5,639,142.61	11,825,486.26	-6,498,804.08
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI PAYROLL CLEARANCE ACCOUNT	0.00	9,792,561.41	9,792,561.41	0.00
27	A	000	000	711105	000	000	000	SPECIAL EDUCATI A/P ACH CASH ACCOUNT INTERCITY	0.00	6,049.49	6,049.49	0.00
27	A	000	000	712000	000	000	000	SPECIAL EDUCATI INVESTMENTS	0.00	6,116,877.24	5,176,641.78	940,235.46
27	A	000	000	713200	000	000	000	SPECIAL EDUCATI ACCOUNTS RECEIVABLE	48,836.83	0.00	48,836.83	0.00
27	A	000	000	714100	000	000	000	SPECIAL EDUCATI Due From Other Funds	0.00	0.00	0.00	0.00
27	A	000	000	715420	000	000	000	SPECIAL EDUCATI DUE FROM CESA	0.00	0.00	0.00	0.00
27	A	000	000	715500	000	000	000	SPECIAL EDUCATI DUE FROM STATE GOVERNMENT	72,177.28	0.00	72,177.28	0.00
27	A	000	000	715600	000	000	000	SPECIAL EDUCATI DUE FROM FED GOVERNMENT	1,315,701.12	75,778.89	1,391,480.01	0.00
27	L	000	000	000000	000	000	000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27	L	000	000	811200	000	000	000	SPECIAL EDUCATI ACCOUNTS PAYABLE	-119,470.80	1,135,246.56	1,015,775.76	0.00
27	L	000	000	811558	000	000	000	SPECIAL EDUCATI AP STAPLES	0.00	0.00	0.00	0.00
27	L	000	000	811610	000	000	000	SPECIAL EDUCATI MEDICARE TAX	-10,048.92	10,048.92	0.00	0.00
27	L	000	000	811611	000	000	000	SPECIAL EDUCATI SOCIAL SECURITY TAX	-42,967.53	42,967.53	0.00	0.00
27	L	000	000	811620	000	000	000	SPECIAL EDUCATI RETIREMENT DEDUCTION	-45,952.74	45,952.74	0.00	0.00
27	L	000	000	811628	000	000	000	SPECIAL EDUCATI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
27	L	000	000	811630	000	000	000	SPECIAL EDUCATI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
27	L	000	000	811633	000	000	000	SPECIAL EDUCATI DISABILITY INS DEDUCTION	-2,119.11	2,119.11	0.00	0.00
27	L	000	000	811645	000	000	000	SPECIAL EDUCATI LIFE INS - EMPLOYER CONTRIBUTI	-1,121.57	1,121.57	0.00	0.00
27	L	000	000	811815	000	000	000	SPECIAL EDUCATI NET EFT PAYABLE	0.00	11,499,760.72	11,499,760.72	0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATI VOUCHERS PAYABLE	-707,084.77	707,084.77	0.00	0.00
27	L	000	000	812000	000	000	000	SPECIAL EDUCATI Due To Other Funds	0.00	0.00	0.00	0.00
27	L	000	000	815100	000	000	000	SPECIAL EDUCATI SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
27	L	000	000	815110	000	000	000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27	L	000	000	817101	000	000	000	SPECIAL EDUCATI SECURITY PREMIUM PAYABLE	-185,489.36	185,489.36	0.00	0.00
27	L	000	000	817150	000	000	000	SPECIAL EDUCATI HRA PAYABLE	0.00	0.00	0.00	0.00
27	L	000	000	817200	000	000	000	SPECIAL EDUCATI DENTAL - CLAIMS PAYABLE	-10,000.00	10,000.00	0.00	0.00
27	Q	000	000	000000	000	000	000	SPECIAL EDUCATI	0.00	0.00	0.00	0.00
27	Q	000	000	931000	000	000	000	SPECIAL EDUCATI FUND BALANCE - RESERVED	0.00	17,398,202.88	17,408,071.56	-9,868.68
27	Q	000	000	932000	000	000	000	SPECIAL EDUCATI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
27	Q	000	000	936120	000	000	000	SPECIAL EDUCATI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
27	Q	000	000	936320	000	000	000	SPECIAL EDUCATI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
27	Q	000	000	936500	000	000	000	SPECIAL EDUCATI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	936900	000	000	000	SPECIAL EDUCATI FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
27	Q	000	000	938900	000	000	000	SPECIAL EDUCATI ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	939200	000	000	000	SPECIAL EDUCATI WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
27	Q	000	000	939900	000	000	000	SPECIAL EDUCATI UNASSIGNED FUND BALANCE	0.00	28,462,470.31	22,894,033.01	5,568,437.30
27	-	-	-	-	-	-	-		0.00	81,130,874.11	81,130,874.11	0.00

		Account Level		Beginning	2022-23	2022-23	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance	
50 A 000 000 711000 000 000 000	FOOD SERVICE FU	CASH	2,391,472.54	3,354,946.12	4,027,613.16	1,718,805.50	
50 A 000 000 711100 000 000 000	FOOD SERVICE FU	PAYROLL CLEARANCE ACCOUNT	0.00	1,629,397.51	1,629,397.51	0.00	
50 A 000 000 711105 000 000 000	FOOD SERVICE FU	A/P ACH CASH ACCOUNT INTERCITY	0.00	1,125.84	1,125.84	0.00	
50 A 000 000 711200 000 000 000	FOOD SERVICE FU	PETTY CASH	93.00	677.00	93.00	677.00	
50 A 000 000 712000 000 000 000	FOOD SERVICE FU	INVESTMENTS	0.00	1,954,495.03	1,954,495.03	0.00	
50 A 000 000 712001 000 000 000	FOOD SERVICE FU	FS INTERNET CASH ACCOUNT	0.00	45,032.48	45,031.20	1.28	
50 A 000 000 713200 000 000 000	FOOD SERVICE FU	ACCOUNTS RECEIVABLE	4,446.75	4,915.00	9,361.75	0.00	
50 A 000 000 713300 000 000 000	FOOD SERVICE FU	INTEREST RECEIVABLE	0.00	0.79	0.79	0.00	
50 A 000 000 714100 000 000 000	FOOD SERVICE FU	Due From Other Funds	0.00	0.00	0.00	0.00	
50 A 000 000 715500 000 000 000	FOOD SERVICE FU	DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00	
50 A 000 000 715600 000 000 000	FOOD SERVICE FU	DUE FROM FEDERAL FUNDS	94,060.38	0.00	94,060.38	0.00	
50 L 000 000 000000 000 000 000	FOOD SERVICE FU		0.00	0.00	0.00	0.00	
50 L 000 000 811200 000 000 000	FOOD SERVICE FU	ACCOUNTS PAYABLE	-158,453.58	2,082,269.22	1,923,815.64	0.00	
50 L 000 000 811558 000 000 000	FOOD SERVICE FU	AP STAPLES	0.00	0.00	0.00	0.00	
50 L 000 000 811610 000 000 000	FOOD SERVICE FU	MEDICARE TAX	-393.87	393.87	0.00	0.00	
50 L 000 000 811611 000 000 000	FOOD SERVICE FU	SOCIAL SECURITY TAX	-4,350.86	4,350.86	0.00	0.00	
50 L 000 000 811620 000 000 000	FOOD SERVICE FU	RETIREMENT DEDUCTION	-4,117.34	4,117.34	0.00	0.00	
50 L 000 000 811628 000 000 000	FOOD SERVICE FU	HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00	
50 L 000 000 811630 000 000 000	FOOD SERVICE FU	DENTAL PPO PLAN	0.00	0.00	0.00	0.00	
50 L 000 000 811633 000 000 000	FOOD SERVICE FU	DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00	
50 L 000 000 811645 000 000 000	FOOD SERVICE FU	LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00	
50 L 000 000 811815 000 000 000	FOOD SERVICE FU	NET EFT PAYABLE	0.00	1,690,898.07	1,690,898.07	0.00	
50 L 000 000 811820 000 000 000	FOOD SERVICE FU	VOUCHERS PAYABLE	-63,528.70	63,528.70	0.00	0.00	
50 L 000 000 812000 000 000 000	FOOD SERVICE FU	Due To Other Funds	0.00	0.00	0.00	0.00	
50 L 000 000 815000 000 000 000	FOOD SERVICE FU	DEPOSITS PAYABLE-FAMILY BALANC	0.00	0.00	0.00	0.00	
50 L 000 000 815100 000 000 000	FOOD SERVICE FU	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00	
50 L 000 000 815300 000 000 000	FOOD SERVICE FU	DUE TO STATE	0.00	0.00	0.00	0.00	
50 L 000 000 815900 000 000 000	FOOD SERVICE FU	Other Deposits Payable	-107,455.05	0.00	0.00	-107,455.05	
50 L 000 000 817101 000 000 000	FOOD SERVICE FU	SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00	
50 L 000 000 817150 000 000 000	FOOD SERVICE FU	HRA PAYABLE	0.00	0.00	0.00	0.00	
50 L 000 000 817200 000 000 000	FOOD SERVICE FU	DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00	
50 Q 000 000 000000 000 000 000	FOOD SERVICE FU		0.00	0.00	0.00	0.00	
50 Q 000 000 931000 000 000 000	FOOD SERVICE FU	FUND BALANCE - RESERVED	0.00	215,907.74	150,900.70	65,007.04	
50 Q 000 000 932000 000 000 000	FOOD SERVICE FU	FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00	
50 Q 000 000 936120 000 000 000	FOOD SERVICE FU	CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00	
50 Q 000 000 936320 000 000 000	FOOD SERVICE FU	DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00	
50 Q 000 000 936500 000 000 000	FOOD SERVICE FU	FOOD SERVICE FUND BALANCE	-2,151,773.27	4,351,328.59	3,876,591.09	-1,677,035.77	
50 Q 000 000 936900 000 000 000	FOOD SERVICE FU	FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00	
50 Q 000 000 938900 000 000 000	FOOD SERVICE FU	ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00	
50 Q 000 000 939200 000 000 000	FOOD SERVICE FU	WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00	

Account Level										Beginning	2022-23	2022-23	Ending				
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
50	Q	000	000	939900	000	000	000	FOOD	SERVICE	FU			UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50	-	---	---	-----	---	---	---							0.00	15,403,384.16	15,403,384.16	0.00

		Account Level		Beginning	2022-23	2022-23	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance	
80 A 000 000 711000 000 000 000		COMMUNITY SERVI CASH	203,951.02	1,609,846.94	1,702,204.56	111,593.40	
80 A 000 000 711001 000 000 000		COMMUNITY SERVI COMM. SERV. MINIMUM BALANCE RQ	250.00	0.00	0.00	250.00	
80 A 000 000 711100 000 000 000		COMMUNITY SERVI PAYROLL CLEARANCE ACCOUNT	0.00	847,860.15	847,860.15	0.00	
80 A 000 000 711105 000 000 000		COMMUNITY SERVI A/P ACH CASH ACCOUNT INTERCITY	0.00	7,829.25	7,829.25	0.00	
80 A 000 000 711200 000 000 000		COMMUNITY SERVI PETTY CASH	1,030.00	0.00	0.00	1,030.00	
80 A 000 000 711300 000 000 000		COMMUNITY SERVI HOLDING ACCOUNT - CASH	0.00	0.00	0.00	0.00	
80 A 000 000 712000 000 000 000		COMMUNITY SERVI INVESTMENTS	0.00	6,758.25	6,758.25	0.00	
80 A 000 000 713100 000 000 000		COMMUNITY SERVI TAXES RECEIVABLE	0.00	399,000.00	399,000.00	0.00	
80 A 000 000 713200 000 000 000		COMMUNITY SERVI ACCOUNTS RECEIVABLE	136,298.14	7,358.25	143,656.39	0.00	
80 A 000 000 713205 000 000 000		COMMUNITY SERVI RECEIVABLES - UNCOLLECTED GHF	2,404.00	0.00	2,404.00	0.00	
80 A 000 000 714100 000 000 000		COMMUNITY SERVI Due From Other Funds	6,758.25	0.00	6,758.25	0.00	
80 A 000 000 715600 000 000 000		COMMUNITY SERVI DUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.00	0.00	
80 L 000 000 000000 000 000 000		COMMUNITY SERVI	0.00	0.00	0.00	0.00	
80 L 000 000 811200 000 000 000		COMMUNITY SERVI ACCOUNTS PAYABLE	-156,128.58	767,073.72	610,945.14	0.00	
80 L 000 000 811225 000 000 000		COMMUNITY SERVI CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00	
80 L 000 000 811558 000 000 000		COMMUNITY SERVI AP STAPLES	0.00	0.00	0.00	0.00	
80 L 000 000 811610 000 000 000		COMMUNITY SERVI MEDICARE TAX	-908.91	908.91	0.00	0.00	
80 L 000 000 811611 000 000 000		COMMUNITY SERVI SOCIAL SECURITY TAX	-3,886.48	3,886.48	0.00	0.00	
80 L 000 000 811620 000 000 000		COMMUNITY SERVI RETIREMENT DEDUCTION	-2,230.26	2,230.26	0.00	0.00	
80 L 000 000 811628 000 000 000		COMMUNITY SERVI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00	
80 L 000 000 811630 000 000 000		COMMUNITY SERVI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00	
80 L 000 000 811633 000 000 000		COMMUNITY SERVI DISABILITY INSURANCE	0.00	0.00	0.00	0.00	
80 L 000 000 811645 000 000 000		COMMUNITY SERVI LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00	
80 L 000 000 811815 000 000 000		COMMUNITY SERVI NET EFT PAYABLE	0.00	981,490.30	981,490.30	0.00	
80 L 000 000 811820 000 000 000		COMMUNITY SERVI VOUCHERS PAYABLE	-62,967.92	62,967.92	0.00	0.00	
80 L 000 000 812000 000 000 000		COMMUNITY SERVI Due To Other Funds	0.00	0.00	0.00	0.00	
80 L 000 000 816000 000 000 000		COMMUNITY SERVI	0.00	0.00	0.00	0.00	
80 L 000 000 816900 000 000 000		COMMUNITY SERVI DEFER.REV.-SCHL.AGE CARE	-1,011.23	1,011.23	0.00	0.00	
80 L 000 000 816901 000 000 000		COMMUNITY SERVI DEFERRED REV.-YOUTH ACTIV.FEES	-61,722.35	61,722.35	31,985.26	-31,985.26	
80 L 000 000 816902 000 000 000		COMMUNITY SERVI DEFER.REV.-ADULT & FAMILY FEES	-1,645.63	1,645.63	0.00	0.00	
80 L 000 000 816903 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-VARIOUS CAMPS	-2,124.00	2,124.00	0.00	0.00	
80 L 000 000 816904 000 000 000		COMMUNITY SERVI DEFERRED REVENUE PRESCHOOL FEE	0.00	0.00	0.00	0.00	
80 L 000 000 816905 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-OTHER ICE USE	0.00	0.00	870.00	-870.00	
80 L 000 000 816906 000 000 000		COMMUNITY SERVI DEFERRED REVENUE - CARE CORNER	0.00	0.00	0.00	0.00	
80 L 000 000 816907 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-POOL ACTIVITY	0.00	0.00	0.00	0.00	
80 L 000 000 816908 000 000 000		COMMUNITY SERVI DEF.REV.-GHF BUILDING RENTAL	-978.41	978.41	10,341.96	-10,341.96	
80 L 000 000 816909 000 000 000		COMMUNITY SERVI DEF.REV.- H.S. HOCKEY	-1,125.00	1,125.00	2,895.00	-2,895.00	
80 L 000 000 816911 000 000 000		COMMUNITY SERVI DEF.REV.-MEMBERSHIPS	-2,654.58	2,654.58	0.00	0.00	
80 L 000 000 816913 000 000 000		COMMUNITY SERVI DEFERRED REVENUE-GHF CONCESSIO	-219.00	219.00	0.00	0.00	
80 L 000 000 817101 000 000 000		COMMUNITY SERVI SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00	

Account Level		Beginning	2022-23		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
80 L 000 000 817200 000 000 000	COMMUNITY SERVI DENTAL CLAIMS PAYABLE	0.00	0.00	0.00	0.00
80 Q 000 000 000000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 Q 000 000 931000 000 000 000	COMMUNITY SERVI FUND BALANCE - RESERVED	0.00	283,865.27	283,865.27	0.00
80 Q 000 000 931896 000 000 000	COMMUNITY SERVI TOURNAMENT ACTIVITY	0.00	0.00	0.00	0.00
80 Q 000 000 932000 000 000 000	COMMUNITY SERVI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
80 Q 000 000 936120 000 000 000	COMMUNITY SERVI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
80 Q 000 000 936320 000 000 000	COMMUNITY SERVI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
80 Q 000 000 936500 000 000 000	COMMUNITY SERVI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 936900 000 000 000	COMMUNITY SERVI FUND BALANCE-RESTRICTED OTHER	-53,089.06	1,817,353.50	1,845,589.62	-81,325.18
80 Q 000 000 938900 000 000 000	COMMUNITY SERVI ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 939200 000 000 000	COMMUNITY SERVI WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
80 Q 000 000 939900 000 000 000	COMMUNITY SERVI UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 862 000 936900 000 120 000	COMMUNITY SERVI 3K PROGRAM EQUITY ACCOUNT	0.00	52,493.11	37,949.11	14,544.00
80 - - - - -		0.00	6,922,402.51	6,922,402.51	0.00

Account Level		Beginning	2022-23	2022-23	Ending
Fd T Loc Obj Func	Prj DeptJob Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
Grand Asset Totals		31,541,404.08	339,907,210.36	350,258,339.40	21,190,275.04
Grand Liability Totals		-8,908,310.56	128,704,921.96	122,353,348.54	-2,556,737.14
Grand Equity Totals		-22,633,093.52	276,126,255.67	272,126,700.05	-18,633,537.90
Grand Totals		0.00	744,738,387.99	744,738,387.99	0.00

Number of Accounts: 238

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00683	Transfer to cover additional curriculum purch	2022-2023	06/13/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover additional curriculum purchases from Mental Health Grant	10 E 809 100 264900 297 809 205		06/13/2023	0.00	3,000.00
2		Transfer to cover additional curriculum purchases from Mental Health Grant	10 E 809 212 264900 297 809 205		06/13/2023	0.00	450.00
3		Transfer to cover additional curriculum purchases from Mental Health Grant	10 E 809 470 110000 297 809 000		06/13/2023	3,450.00	0.00
TOTALS						3,450.00	3,450.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00682	Meyer -Need to come out of food account	2022-2023	06/13/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Meyer -Need to come out of food account	10 E 102 411 213200 000 213 000		06/13/2023	0.00	164.40
2		Meyer -Need to come out of food account	10 E 102 415 213000 000 213 000		06/13/2023	164.40	0.00
TOTALS						164.40	164.40

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00681	funds needed for athletic staff travel	2022-2023	06/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds needed for athletic staff travel	10 E 300 440 241000 000 241 000		06/12/2023	0.00	223.44
2		funds needed for athletic staff travel	10 E 310 342 162000 000 160 000		06/12/2023	244.00	0.00
3		funds needed for athletic staff travel	10 E 300 411 241000 000 241 000		06/12/2023	0.00	20.56
TOTALS						244.00	244.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00680	TB-TRANSFER FOR MEMBERSHIP TO COME OUT OF COR	2022-2023	06/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER FOR MEMBERSHIP TO COME OUT OF CORRECT ACCOUNT	10 E 300 417 123000 000 123 000		06/12/2023	0.00	74.00
2		TB-TRANSFER FOR MEMBERSHIP TO COME OUT OF CORRECT ACCOUNT	10 E 300 940 123000 000 123 000		06/12/2023	74.00	0.00
TOTALS						74.00	74.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00679	Business Office Support Funds	2022-2023	06/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Legal Fund dollars to Business Office Consulting support	10 E 830 310 231500 000 251 000		06/12/2023	0.00	12,000.00
2		Legal Fund dollars to Business Office Consulting support	10 E 830 310 251000 000 251 000		06/12/2023	12,000.00	0.00
TOTALS						12,000.00	12,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00678	Tr to cover bus expenses - Gr 4 Little Red Sc	2022-2023	06/09/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr funds to cover 4th and 5th grade bussing expenses	10 E 108 415 241000 000 241 000		06/09/2023	0.00	309.07
2		Tr funds to cover 4th and 5th grade bussing expenses	10 E 108 341 256770 000 103 000		06/09/2023	309.07	0.00
TOTALS						309.07	309.07

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00677	Tr to cover field trip bus expense - Gr 3 M.	2022-2023	06/09/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr to cover field trip bus expense - Gr 3 M. Plaza Rib Mnt trip	10 E 108 411 110000 000 102 000		06/09/2023	0.00	9.61
2		Tr to cover field trip bus expense - Gr 3 M. Plaza Rib Mnt trip	10 E 108 341 256770 000 102 000		06/09/2023	9.61	0.00
TOTALS						9.61	9.61

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00676	funds for end of year staff picnic	2022-2023	06/09/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for end of year staff picnic	10 E 300 411 241000 000 241 000		06/09/2023	0.00	200.00
2		funds for end of year staff picnic	10 E 300 415 241000 000 241 000		06/09/2023	200.00	0.00
TOTALS						200.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00675	Transfer to correct wage difference from MHG	2022-2023	06/08/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to correct wage difference from MHG grant budget change doc	10 E 809 222 264400 297 809 000		06/08/2023	0.00	274.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00675	Transfer to correct wage difference from MHG	2022-2023	06/08/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		Transfer to correct wage difference from MHG grant budget change doc	10 E 809 100 212200 297 809 205		06/08/2023	108.00	0.00
3		Transfer to correct wage difference from MHG grant budget change doc	10 E 809 241 212200 297 809 205		06/08/2023	166.00	0.00
TOTALS						274.00	274.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00674	Transfer for summer soccer jersey order	2022-2023	06/08/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer for summer soccer jersey order	80 E 860 310 310000 000 320 000		06/08/2023	0.00	7,325.25
2		Transfer for summer soccer jersey order	80 E 860 420 393000 000 340 000		06/08/2023	7,325.25	0.00
TOTALS						7,325.25	7,325.25

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00673	To cover Great Lakes Weather	2022-2023	06/08/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover forecast on 2/22 2/26 and 4/16	10 E 830 310 221300 000 251 000		06/08/2023	96.80	0.00
2		To cover Great Lakes Weather	10 E 830 310 231500 000 251 000		06/08/2023	0.00	96.80
TOTALS						96.80	96.80

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00672	Forensics judging fees	2022-2023	06/08/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		forensics awards cheaper	10 E 400 411 122512 000 122 000		06/08/2023	0.00	11.05
2		need to pay 2 people for judging a forensics meet	10 E 400 940 122512 000 122 000		06/08/2023	11.05	0.00
TOTALS						11.05	11.05

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00671	Forensics judging fees	2022-2023	06/07/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		forensics awards cheaper	10 E 400 411 122512 000 122 000		06/07/2023	0.00	162.00
2		need to pay 2 people for judging a forensics meet	10 E 400 940 122512 000 122 000		06/07/2023	162.00	0.00
TOTALS						162.00	162.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00670	to cover negative balance and to cover AWG in	2022-2023	06/07/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover negative balance and to cover AWG invoice	10 E 400 440 136230 000 136 000		06/07/2023	0.00	416.00
2		to cover negative balance and to cover AWG invoice	10 E 400 411 136230 000 136 000		06/07/2023	416.00	0.00
TOTALS						416.00	416.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00669	Trans from General Supply to Field Trip	2022-2023	06/07/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To Field Trip account FROM General Supply	10 E 200 341 256770 000 241 000		06/07/2023	1,000.00	0.00
2		From General Supply to Filed Trip Account	10 E 200 411 241000 000 241 000		06/07/2023	0.00	1,000.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00668	Transfer to cover FOOD EOY	2022-2023	06/07/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		General Supplies to FOOD	10 E 200 411 241000 000 241 000		06/07/2023	0.00	1,000.00
2		From General funds to FOOD	10 E 200 415 221300 000 241 000		06/07/2023	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00667	to cover Londerville Invoice	2022-2023	06/07/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Londerville Invoice	10 E 400 310 136380 000 136 000		06/07/2023	0.00	77.82
2		to cover Londerville Invoice	10 E 400 411 136380 000 136 000		06/07/2023	77.82	0.00
TOTALS						77.82	77.82

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00666	to cover target pcard for Miranda Ritger	2022-2023	06/07/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover target pcard for Miranda Ritger	10 E 400 341 256770 000 135 000		06/07/2023	0.00	120.00
2		to cover target pcard for Miranda Ritger	10 E 400 411 135000 000 135 000		06/07/2023	120.00	0.00
TOTALS						120.00	120.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00665	Negative balance	2022-2023	06/06/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Negative balance	10 E 101 411 110000 000 102 000		06/06/2023	0.00	4.81
2		Negative balance	10 E 101 415 241000 000 241 000		06/06/2023	4.81	0.00
TOTALS						4.81	4.81

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00664	Transfer for apparel purchase.	2022-2023	06/06/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer for apparel purchase.	80 E 861 354 393000 000 300 000		06/06/2023	0.00	2,300.00
2		Transfer for apparel purchase.	80 E 861 420 393000 000 300 000		06/06/2023	2,300.00	0.00
TOTALS						2,300.00	2,300.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00663	Transfer to cover air handler repair	2022-2023	06/06/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover air handler repair	80 E 861 310 254300 000 300 000		06/06/2023	0.00	1,200.00
2		Transfer to cover air handler repair	80 E 861 324 254300 000 300 000		06/06/2023	1,200.00	0.00
TOTALS						1,200.00	1,200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00662	6.5.23 Transfer general funds, to food for en	2022-2023	06/06/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		6.5.23 Transfer general funds, to food for end of year staff lunch	10 E 103 411 241000 000 241 000		06/06/2023	0.00	100.00
2		6.5.23 Transfer general funds, to food for end of year staff lunch	10 E 103 415 241000 000 241 000		06/06/2023	100.00	0.00
TOTALS						100.00	100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00661	to cover AWG negative balance	2022-2023	06/06/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover AWG negative balance	10 E 400 417 136230 000 136 000		06/06/2023	0.00	192.35
2		to cover AWG negative balance	10 E 400 411 136230 000 136 000		06/06/2023	192.35	0.00
3		to cover AWG negative balance	10 E 400 440 136230 000 136 000		06/06/2023	0.00	16.09
4		to cover AWG negative balance	10 E 400 411 136230 000 136 000		06/06/2023	16.09	0.00
TOTALS						208.44	208.44

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00660	to cover Napa invoice	2022-2023	06/06/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Napa invoice17	10 E 400 310 136380 000 136 000		06/06/2023	0.00	93.17
2		to cover Napa invoice	10 E 400 411 136380 000 136 000		06/06/2023	93.17	0.00
TOTALS						93.17	93.17

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00659	graduation ceremony PA support, trussing, cab	2022-2023	06/06/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		budgeted in wrong account, all graduation costs went in this same account	10 E 400 411 120000 000 241 000		06/05/2023	0.00	2,400.00
2		needs to pay for graduation ceremony PA support, trussing, cabling, etc.	10 E 400 310 120000 000 241 000		06/05/2023	2,400.00	0.00
TOTALS						2,400.00	2,400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00658	to cover AWG invoices for Aaron Hoffman	2022-2023	06/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover AWG invoices for Aaron Hoffman	10 E 400 417 136230 000 136 000		06/05/2023	0.00	207.65
2		to cover AWG invoices for Aaron Hoffman	10 E 400 411 136230 000 136 000		06/05/2023	207.65	0.00
TOTALS						207.65	207.65

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00657	to cover reimbursement for Alex	2022-2023	06/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Alex	10 E 300 411 132000 000 132 000		06/05/2023	0.00	50.01
2		to cover reimbursement for Alex	10 E 300 415 132000 000 132 000		06/05/2023	50.01	0.00
TOTALS						50.01	50.01

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00656	Transfer to cover food purchases for summer c	2022-2023	06/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover food purchases for summer camp.	80 E 862 440 391000 000 391 000		06/05/2023	0.00	1,023.59
2		Transfer to cover food purchases for summer camp	80 E 863 415 391000 000 392 000		06/05/2023	1,023.59	0.00
TOTALS						1,023.59	1,023.59

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00655	to cover a reimbursement for Alex Schremp	2022-2023	06/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover a reimbursement for Alex Schremp	10 E 400 342 132000 000 132 000		06/05/2023	0.00	162.43
2		to cover a reimbursement for Alex Schremp	10 E 400 415 132000 000 132 000		06/05/2023	162.43	0.00
TOTALS						162.43	162.43

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00654	to cover reimbursement for Jennifer Kindlarsk	2022-2023	06/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Jennifer Kindlarski10e300415123000000123	10 E 300 940 123000 000 123 000		06/05/2023	0.00	116.00
2		to cover reimbursement for Jennifer Kindlarski	10 E 300 415 123000 000 123 000		06/05/2023	116.00	0.00
TOTALS						116.00	116.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00653	to cover reimbursement for Amy Stachovak	2022-2023	06/05/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Amy Stachovak	10 E 200 411 123000 000 123 000		06/05/2023	0.00	54.41
2		to cover reimbursement for Amy Stachovak	10 E 200 415 123000 000 123 000		06/05/2023	54.41	0.00
TOTALS						54.41	54.41

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00652	to cover for Pcard at Target for Miranda R	2022-2023	06/02/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover for Pcard at Target for Miranda R	10 E 400 420 135000 000 135 000		06/02/2023	0.00	40.20
2		to cover for Pcard at Target for Miranda R	10 E 400 940 135000 000 135 000		06/02/2023	40.20	0.00
3		to cover for Pcard at Target for Miranda R	10 E 400 440 135000 000 135 000		06/02/2023	0.00	61.99
4		to cover for Pcard at Target for Miranda R	10 E 400 940 135000 000 135 000		06/02/2023	61.99	0.00
5		to cover for Pcard at Target for Miranda R	10 E 400 415 135000 000 135 000		06/02/2023	0.00	7.81
6		to cover for Pcard at Target for Miranda R	10 E 400 940 135000 000 135 000		06/02/2023	7.81	0.00
TOTALS						110.00	110.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00651	to cover negative balance for reimbursment	2022-2023	06/02/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover negative balance for reimbursment	10 E 300 940 123000 000 123 000		06/02/2023	0.00	4.70
2		to cover negative balance for reimbursment	10 E 300 411 123000 000 123 000		06/02/2023	4.70	0.00
TOTALS						4.70	4.70

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00650	to cover target receipt for Miranda Ritger	2022-2023	06/02/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover target receipt for Miranda Ritger	10 E 400 450 135000 000 135 000		06/02/2023	0.00	88.28
2		to cover target receipt for Miranda Ritger	10 E 400 411 135000 000 135 000		06/02/2023	88.28	0.00
3		to cover target receipt for Miranda Ritger	10 E 400 420 135000 000 135 000		06/02/2023	0.00	31.72
4		to cover target receipt for Miranda Ritger	10 E 400 411 135000 000 135 000		06/02/2023	31.72	0.00
TOTALS						120.00	120.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00649	Funds needed to cover athletic apparel purcha	2022-2023	06/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed to cover athletic apparel purchase	10 E 410 940 162000 000 160 000		06/01/2023	0.00	247.35
2		Funds needed to cover athletic apparel purchase	10 E 410 420 162000 000 160 000		06/01/2023	247.35	0.00
TOTALS						247.35	247.35

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00648	to cover Webit membership for Kris Peterson	2022-2023	06/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Webit membership for Kris Peterson	10 E 400 342 132000 000 132 000		06/01/2023	0.00	50.00
2		to cover Webit membership for Kris Peterson	10 E 400 940 132000 000 132 000		06/01/2023	50.00	0.00
TOTALS						50.00	50.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00647	to cover reimbursement for Eric W	2022-2023	06/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Eric W	10 E 400 415 123000 000 123 000		06/01/2023	0.00	26.22
2		to cover reimbursement for Eric W	10 E 400 940 123000 000 123 000		06/01/2023	26.22	0.00
TOTALS						26.22	26.22

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00646	to cover reimbursement for Beth Bouffleur	2022-2023	06/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Beth Bouffleur	10 E 200 411 123000 000 123 000		06/01/2023	0.00	26.52
2		to cover reimbursement for Beth Bouffleur	10 E 200 415 123000 000 123 000		06/01/2023	26.52	0.00
TOTALS						26.52	26.52

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00645	to cover reimbursement for heidi	2022-2023	06/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for heidi	10 E 300 342 123000 000 123 000		06/01/2023	0.00	217.79
2		to cover reimbursement for heidi	10 E 300 415 123000 000 123 000		06/01/2023	217.79	0.00
TOTALS						217.79	217.79

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00644	to cover reimbursement for Heidi K	2022-2023	06/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Heidi K	10 E 300 940 123000 000 123 000		06/01/2023	0.00	302.63
2		to cover reimbursement for Heidi K	10 E 300 415 123000 000 123 000		06/01/2023	302.63	0.00
TOTALS						302.63	302.63

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00643	to cover reimbursement for Heidi K	2022-2023	06/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Heidi K	10 E 400 480 123000 000 123 000		06/01/2023	0.00	101.67
2		to cover reimbursement for Heidi K	10 E 400 415 123000 000 123 000		06/01/2023	101.67	0.00
3		to cover reimbursement for Heidi K	10 E 400 481 123000 000 123 000		06/01/2023	0.00	55.02
4		to cover reimbursement for Heidi K	10 E 400 415 123000 000 123 000		06/01/2023	55.02	0.00
5		to cover reimbursement for Heidi K	10 E 400 940 123000 000 123 000		06/01/2023	0.00	145.94
6		to cover reimbursement for Heidi K	10 E 400 415 123000 000 123 000		06/01/2023	145.94	0.00
TOTALS						302.63	302.63

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00642	to cover Eric Wenninger reimbursement	2022-2023	06/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Eric Wenninger reimbursement	10 E 400 417 123000 000 123 000		06/01/2023	0.00	50.00
2		to cover Eric Wenninger reimbursement	10 E 400 411 123000 000 123 000		06/01/2023	50.00	0.00
3		to cover Eric Wenninger reimbursement	10 E 400 417 123000 000 123 000		06/01/2023	0.00	9.32
4		to cover Eric Wenninger reimbursement	10 E 400 415 123000 000 123 000		06/01/2023	9.32	0.00
TOTALS						59.32	59.32

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00641	to cover reimbursement for Libby	2022-2023	06/01/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Libby	10 E 200 411 123000 000 123 000		06/01/2023	0.00	51.51
2		to cover reimbursement for Libby	10 E 200 415 123000 000 123 000		06/01/2023	51.51	0.00
TOTALS						51.51	51.51

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00640	Funds moved from 440 to 411	2022-2023	05/31/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		incorrect account for supplies reimbursement	10 E 106 440 143000 000 140 000		05/31/2023	0.00	40.00
2		correct account for supplies reimbursement	10 E 106 411 143000 000 140 000		05/31/2023	40.00	0.00
TOTALS						40.00	40.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00639	To cover bus bills	2022-2023	05/31/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover bus bills	10 E 210 341 256740 000 160 000		05/31/2023	0.00	77.37
2		to cover bus bills	10 E 310 342 162000 000 160 000		05/31/2023	0.00	280.11
3		to cover bus bills	10 E 310 341 256740 000 160 000		05/31/2023	357.48	0.00
TOTALS						357.48	357.48

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00638	to cover Lamers invoice for Josh Ulrich	2022-2023	05/31/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Lamers invoice for Josh Ulrich	10 E 300 473 125004 000 125 000		05/31/2023	0.00	149.80
2		to cover Lamers invoice for Josh Ulrich	10 E 300 341 256744 000 125 000		05/31/2023	149.80	0.00
TOTALS						149.80	149.80

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00637	Library Books	2022-2023	05/31/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Library Books	10 E 400 482 222200 031 220 000		05/31/2023	0.00	1,187.36
2		Library Books	10 E 400 432 222200 031 220 000		05/31/2023	1,187.36	0.00
TOTALS						1,187.36	1,187.36

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00636	to cover registration for national restaurant	2022-2023	05/31/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover registration for national restaurant association for Miranda R	10 E 400 420 135000 000 135 000		05/31/2023	0.00	69.70
2		to cover registration for national restaurant association for Miranda R	10 E 400 940 135000 000 135 000		05/31/2023	69.70	0.00
TOTALS						69.70	69.70

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00635	From General Supply Building account to Trans	2022-2023	05/31/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		From General Supply Building account to Transportation	10 E 200 411 241000 000 241 000		05/31/2023	0.00	1,800.00
2		From General Supply Building account to Transportation	10 E 200 341 256770 000 241 000		05/31/2023	1,800.00	0.00
TOTALS						1,800.00	1,800.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00634	to cover table and chairs for Rita Jasurda	2022-2023	05/31/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover table and chairs for Rita Jasurda	10 E 400 940 123000 000 123 000		05/31/2023	0.00	221.54
2		to cover table and chairs for Rita Jasurda	10 E 400 440 123000 000 123 000		05/31/2023	221.54	0.00
TOTALS						221.54	221.54

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00633	to pay AWG invoice for Steve Kmosena	2022-2023	05/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to pay AWG invoice for Steve Kmosena	10 E 809 341 136000 577 809 000		05/30/2023	0.00	224.20
2		to pay AWG invoice for Steve Kmosena	10 E 809 411 136000 577 809 000		05/30/2023	224.20	0.00
3		to pay AWG invoice for Steve Kmosena	10 E 809 415 136000 577 809 000		05/30/2023	0.00	183.87
4		to pay AWG invoice for Steve Kmosena	10 E 809 411 136000 577 809 000		05/30/2023	183.87	0.00
TOTALS						408.07	408.07

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00632	to cover Londerville invoice for Steve K	2022-2023	05/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Londerville invoice for Steve K	10 E 809 341 136000 577 809 000		05/30/2023	0.00	100.02
2		to cover Londerville invoice for Steve K	10 E 809 411 136000 577 809 000		05/30/2023	100.02	0.00
TOTALS						100.02	100.02

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00631	to cover Alex Schremp hotel for finance bowl	2022-2023	05/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Alex Schremp hotel for finance bowl	10 E 809 420 136000 577 809 000		05/30/2023	0.00	158.48
2		to cover Alex Schremp hotel for finance bowl	10 E 809 342 136000 577 809 000		05/30/2023	158.48	0.00
3		to cover Alex Schremp hotel for finance bowl	10 E 809 341 136000 577 809 000		05/30/2023	0.00	1.51
4		to cover Alex Schremp hotel for finance bowl	10 E 809 342 136000 577 809 000		05/30/2023	1.51	0.00
TOTALS						159.99	159.99

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00630	To cover Karry Salbers flight	2022-2023	05/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover Karry Salbers flight	10 E 809 420 136000 577 809 000		05/30/2023	0.00	524.42
2		To cover Karry Salbers flight	10 E 809 342 136000 577 809 000		05/30/2023	524.42	0.00
TOTALS						524.42	524.42

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00629	Civil War lunches	2022-2023	05/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Civil War lunhces	10 E 300 411 127000 000 127 000		05/30/2023	0.00	1,019.10
2		Civil War lunhces	10 E 300 415 127000 000 127 000		05/30/2023	1,019.10	0.00
TOTALS						1,019.10	1,019.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00628	to cover educator conference for Jennifer Gipp	2022-2023	05/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover educator conference for Jennifer Gipp	10 E 809 440 136000 577 809 000		05/30/2023	0.00	1,527.48
2		to cover educator conference for Jennifer Gipp	10 E 809 342 136000 577 809 000		05/30/2023	1,527.48	0.00
3		to cover educator conference for Jennifer Gipp	10 E 809 341 136000 577 809 000		05/30/2023	0.00	143.16
4		to cover educator conference for Jennifer Gipp	10 E 809 342 136000 577 809 000		05/30/2023	143.16	0.00
TOTALS						1,670.64	1,670.64

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00626	Big Universe subscription money	2022-2023	05/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Money to pay Big Universe all school subscription.	10 E 103 432 222200 031 220 000		05/30/2023	0.00	1,554.67
2		Money to pay Big Universe all school subscription.	10 E 103 360 222200 031 220 000		05/30/2023	1,554.67	0.00
TOTALS						1,554.67	1,554.67

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00625	pupil travel	2022-2023	05/30/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Pupil travel for Finance Bowl and Microsoft Office Systems competition	10 E 400 341 256740 000 241 000		05/30/2023	1,400.00	0.00
2		over budgeted for copies	10 E 400 354 120000 000 241 000		05/30/2023	0.00	1,400.00
TOTALS						1,400.00	1,400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00624	to cover book reimbursment for Miranda R	2022-2023	05/25/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover book reimbursment for Miranda R	10 E 400 420 135000 000 135 000		05/25/2023	0.00	34.95
2		to cover book reimbursment for Miranda R	10 E 400 411 135000 000 135 000		05/25/2023	34.95	0.00
TOTALS						34.95	34.95

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00623	to cover mileage reimbursement for Miranda R	2022-2023	05/25/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover mileage reimbursement for Miranda R	10 E 400 450 135000 000 135 000		05/25/2023	0.00	369.42
2		to cover mileage reimbursement for Miranda R	10 E 400 342 135000 000 135 000		05/25/2023	369.42	0.00
TOTALS						369.42	369.42

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00622	to cover solo ensemble accompanist for Josh U	2022-2023	05/25/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover solo ensemble accompanist for Josh U	10 E 300 411 125001 000 125 000		05/25/2023	0.00	56.00
2		to cover solo ensemble accompanist for Josh U	10 E 300 310 125001 000 125 000		05/25/2023	56.00	0.00
TOTALS						56.00	56.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00621	to cover Lamers invoices for Joe F	2022-2023	05/25/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Lamers invoices for Joe F	10 E 300 473 125003 000 125 000		05/25/2023	0.00	143.63
2		to cover Lamers invoices for Joe F	10 E 300 341 256743 000 125 000		05/25/2023	143.63	0.00
TOTALS						143.63	143.63

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00620	Transfer for Production lab	2022-2023	05/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		production lab	10 E 400 432 222200 031 220 000		05/24/2023	0.00	1,187.32
2		production lab	10 E 400 482 222200 031 220 000		05/24/2023	1,187.32	0.00
TOTALS						1,187.32	1,187.32

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00619	to cover a may 2023 item for Beth B	2022-2023	05/24/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover a may 2023 item for Beth B	10 E 400 417 123000 000 123 000		05/24/2023	0.00	32.82
2		to cover a may 2023 item for Beth B	10 E 400 415 123000 000 123 000		05/24/2023	32.82	0.00
TOTALS						32.82	32.82

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00618	Transfer expense for EC sensory bus to correc	2022-2023	05/23/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer expense for EC sensory bus to correct account number.	27 E 809 324 256600 347 809 000		05/23/2023	7,517.00	0.00
2		Transfer expense for EC sensory bus to correct account number.	27 E 809 440 152000 347 809 000		05/23/2023	0.00	7,088.00
3		Transfer expense for EC sensory bus to correct account number.	27 E 809 411 152000 347 809 000		05/23/2023	0.00	429.00
TOTALS						7,517.00	7,517.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00617	Reallocation of funds for equipment purchases	2022-2023	05/23/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Information Technology	10 E 814 360 263100 000 232 000		05/22/2023	0.00	20,000.00
2		Non-capital Equipment	10 E 814 440 295000 000 232 000		05/22/2023	20,000.00	0.00
TOTALS						20,000.00	20,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00616	funds for portable toilet for riviers trip	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for portable toilet for rivers trip	10 E 300 411 241000 000 241 000		05/22/2023	0.00	200.00
2		funds for portable toilet for rivers trip	10 E 300 310 120000 000 241 000		05/22/2023	200.00	0.00
TOTALS						200.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00615	Transfer to cover higher than anticipated cos	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated cost of hearing and vision screening	10 E 824 383 214900 000 212 000		05/22/2023	778.00	0.00
2		Unspent funds from Granite Peak field trip	10 E 824 940 110000 000 212 000		05/22/2023	0.00	700.00
3		Higher than anticipated Hearing/Vision screening costs.	10 E 824 411 214200 000 212 000		05/22/2023	0.00	78.00
TOTALS						778.00	778.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00614	to cover Certiport It invoice for Jennifer Gi	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Certiport It invoice for Jennifer Gipp	10 E 809 420 136000 577 809 000		05/22/2023	0.00	80.10
2		to cover Certiport It invoice for Jennifer Gipp	10 E 809 310 136000 577 809 000		05/22/2023	80.10	0.00
TOTALS						80.10	80.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00613	to cover Heid invoice for Ann Johnson	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heid invoice for Ann Johnson	10 E 200 473 125003 000 125 000		05/22/2023	0.00	115.92
2		to cover Heid invoice for Ann Johnson	10 E 200 310 125003 000 125 000		05/22/2023	115.92	0.00
TOTALS						115.92	115.92

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00612	to cover hotel for Karry Salber chaperoning f	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover hotel for Karry Salber chaperoning for Jennifer Gipp	10 E 809 440 136000 577 809 000		05/22/2023	0.00	495.00
2		to cover hotel for Karry Salber chaperoning for Jennifer Gipp	10 E 809 342 136000 577 809 000		05/22/2023	495.00	0.00
TOTALS						495.00	495.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00611	to cover FBLA 2023 conference for Jennifer Gi	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover FBLA 2023 conference for Jennifer Gipp	10 E 809 440 136000 577 809 000		05/22/2023	0.00	830.19
2		to cover FBLA 2023 conference for Jennifer Gipp	10 E 809 342 136000 577 809 000		05/22/2023	830.19	0.00
TOTALS						830.19	830.19

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00610	To cover Overages	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover overages	10 E 830 310 231500 000 251 000		05/19/2023	0.00	350.00
2		To cover overages	10 E 830 310 251000 000 251 000		05/19/2023	350.00	0.00
TOTALS						350.00	350.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00609	to cover reimbursement for Sarah Baily	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Sarah Baily	10 E 400 440 123000 000 123 000		05/19/2023	0.00	52.18
2		to cover reimbursement for Sarah Baily	10 E 400 411 123000 000 123 000		05/19/2023	52.18	0.00
3		to cover reimbursement for Sarah Baily	10 E 400 440 123000 000 123 000		05/19/2023	0.00	39.65
4		to cover reimbursement for Sarah Baily	10 E 400 415 123000 000 123 000		05/19/2023	39.65	0.00
TOTALS						91.83	91.83

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00608	to cover FBLA for Jennifer Gipp	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover FBLA for Jennifer Gipp	10 E 400 341 256770 000 132 000		05/19/2023	0.00	687.14
2		to cover FBLA for Jennifer Gipp	10 E 400 342 132000 000 132 000		05/19/2023	687.14	0.00
3		to cover FBLA for Jennifer Gipp	10 E 400 440 132000 000 132 000		05/19/2023	0.00	74.03
4		to cover FBLA for Jennifer Gipp	10 E 400 342 132000 000 132 000		05/19/2023	74.03	0.00
5		to cover FBLA for Jennifer Gipp	10 E 400 411 132000 000 132 000		05/19/2023	0.00	60.44
6		to cover FBLA for Jennifer Gipp	10 E 400 342 132000 000 132 000		05/19/2023	60.44	0.00
7		to cover FBLA for Jennifer Gipp	10 E 400 415 132000 000 132 000		05/19/2023	0.00	390.82
8		to cover FBLA for Jennifer Gipp	10 E 400 342 132000 000 132 000		05/19/2023	390.82	0.00
TOTALS						1,212.43	1,212.43

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00607	FBLA Nationals	2022-2023	05/22/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		FBLA nationals hotel	10 E 400 341 256740 000 241 000		05/19/2023	2,203.00	0.00
2		padded printing, not needed	10 E 400 354 120000 000 241 000		05/19/2023	0.00	2,203.00
TOTALS						2,203.00	2,203.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00606	to pay Holiday Inn express for music guest fo	2022-2023	05/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to pay Holiday Inn express for music guest for Joe F	10 E 400 473 125002 000 125 000		05/19/2023	0.00	686.00
2		to pay Holiday Inn express for music guest for Joe F	10 E 400 342 125002 000 125 000		05/19/2023	686.00	0.00
TOTALS						686.00	686.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00605	Transfer to cover food purchases for summer c	2022-2023	05/18/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover food purchases for summer camp	80 E 862 351 391000 000 391 000		05/18/2023	0.00	769.54
2		Transfer to cover food purchases for summer camp	80 E 863 415 391000 000 392 000		05/18/2023	769.54	0.00
TOTALS						769.54	769.54

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00604	to cover Comptia for jennifer Gipp	2022-2023	05/18/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Comptia for jennifer Gipp	10 E 809 440 136000 577 809 000		05/18/2023	0.00	648.42
2		to cover Comptia for jennifer Gipp	10 E 809 310 136000 577 809 000		05/18/2023	648.42	0.00
TOTALS						648.42	648.42

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00603	to cover Teachers pay teachers invoice for Je	2022-2023	05/18/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Teachers pay teachers invoice for Jennifer K	10 E 300 342 123000 000 123 000		05/18/2023	0.00	0.55
2		to cover Teachers pay teachers invoice for Jennifer K	10 E 300 411 123000 000 123 000		05/18/2023	0.55	0.00
TOTALS						0.55	0.55

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00602	ESSER Budget Transfer	2022-2023	05/18/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		ESSER Budget Transfer	10 E 103 100 110000 165 809 205		05/18/2023	93,538.06	0.00
		ESSER Budget Transfer					
2		ESSER Budget Transfer	10 E 103 100 110000 000 809 205		05/18/2023	0.00	93,538.06
		ESSER Budget Transfer					
3		ESSER Budget Transfer	10 E 103 241 110000 165 809 205		05/18/2023	37,917.94	0.00
		ESSER Budget Transfer					
4		ESSER Budget Transfer	10 E 103 241 110000 000 809 205		05/18/2023	0.00	37,917.94
		ESSER Budget Transfer					
TOTALS						131,456.00	131,456.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00601	Transfer to cover fitness equipment repair	2022-2023	05/18/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover fitness equipment repair	80 E 863 440 254300 000 300 000		05/18/2023	0.00	2,500.00
2		Transfer to cover fitness equipment repair	80 E 861 460 253300 000 300 000		05/18/2023	2,500.00	0.00
TOTALS						2,500.00	2,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00600	Transfer to cover purchases in food account	2022-2023	05/18/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover purchases in food account	80 E 862 310 391000 000 391 000		05/18/2023	0.00	1,500.00
2		Transfer to cover purchases in food account	80 E 862 351 391000 000 391 000		05/18/2023	0.00	5.46
3		Transfer to cover purchases in food account	80 E 863 415 391000 000 392 000		05/18/2023	1,505.46	0.00
TOTALS						1,505.46	1,505.46

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00599	Reallocation of funds for Logitech Crayons	2022-2023	05/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Administrative Dues and Fees	10 E 814 940 295000 000 232 000		05/17/2023	0.00	1,700.00
2		Instructional Related Tech Equipment	10 E 814 440 221500 000 232 000		05/17/2023	1,700.00	0.00
TOTALS						1,700.00	1,700.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00598	to cover lamers invoice for Ben Burish	2022-2023	05/17/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover lamers invoice for Ben Burish	10 E 300 473 125002 000 125 000		05/17/2023	0.00	104.42
2		to cover lamers invoice for Ben Burish	10 E 300 341 256742 000 125 000		05/17/2023	104.42	0.00
TOTALS						104.42	104.42

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00597	Student Video Project	2022-2023	05/16/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Student video project	10 E 810 342 232000 000 232 000		05/16/2023	0.00	2,843.60
2		Student video project	10 E 810 310 232000 000 232 000		05/16/2023	2,843.60	0.00
TOTALS						2,843.60	2,843.60

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00596	EMC INSURANCE BUDGET TRANSFER	2022-2023	05/16/2023	Web Clone	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EMC INSURANCE BUDGET TRANSFER	10 R 809 964 500000 000 000 000		05/16/2023	0.00	2,475.50
		EMC INSURANCE BUDGET TRANSFER					
2		EMC INSURANCE BUDGET TRANSFER	10 E 830 310 231500 000 251 000		05/16/2023	2,475.50	0.00
		EMC INSURANCE BUDGET TRANSFER					
TOTALS						2,475.50	2,475.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00595	EMC INSURANCE BUDGET TRANSFER	2022-2023	05/16/2023	Web Clone	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EMC INSURANCE BUDGET TRANSFER	10 R 809 964 500000 000 000 000		05/16/2023	2,475.50	0.00
		EMC INSURANCE BUDGET TRANSFER					
2		EMC INSURANCE BUDGET TRANSFER	10 E 830 310 251000 000 251 000		05/16/2023	0.00	2,475.50
		EMC INSURANCE BUDGET TRANSFER					
TOTALS						2,475.50	2,475.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00594	EMC INSURANCE BUDGET TRANSFER	2022-2023	05/16/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EMC INSURANCE BUDGET TRANSFER	10 R 809 964 500000 000 000 000		05/16/2023	0.00	2,475.50
		EMC INSURANCE BUDGET TRANSFER					
2		EMC INSURANCE BUDGET TRANSFER	10 E 830 310 251000 000 251 000		05/16/2023	2,475.50	0.00
		EMC INSURANCE BUDGET TRANSFER					
TOTALS						2,475.50	2,475.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00593	Trasfer from 5th grade field trip funds to 3r	2022-2023	05/16/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trasfer from 5th grade field trip funds to 3rd grade field trip funds	10 E 103 341 256770 000 103 000		05/15/2023	0.00	50.00
2		Trasfer from 5th grade field trip funds to 3rd grade field trip funds	10 E 103 341 256770 000 102 000		05/15/2023	50.00	0.00
TOTALS						50.00	50.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00592	transfer per email from Craig	2022-2023	05/15/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		per Craig	10 E 400 342 222200 000 220 000		05/15/2023	0.00	250.00
2		per Craig	10 E 400 940 222200 000 220 000		05/15/2023	0.00	200.00
3		per Craig	10 E 400 415 222200 000 220 000		05/15/2023	0.00	50.00
4		per Craig	10 E 400 481 222200 000 220 000		05/15/2023	0.00	500.00
5		per Craig	10 E 400 440 222200 000 220 000		05/15/2023	0.00	2,417.00
6		per Craig	10 E 400 411 222200 000 220 000		05/15/2023	3,417.00	0.00
TOTALS						3,417.00	3,417.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00591	to cover overage	2022-2023	05/15/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Jacks Worksite Money Coach invoices	10 E 830 310 251000 000 251 000		05/15/2023	500.00	0.00
2		Jacks worksite money coach invoices	10 E 830 440 251000 000 251 000		05/15/2023	0.00	500.00
TOTALS						500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00590	to cover Canva app for Miranda R	2022-2023	05/15/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Canva app for Miranda R	10 E 400 440 135000 000 135 000		05/15/2023	0.00	130.50
2		to cover Canva app for Miranda R	10 E 400 480 135000 000 135 000		05/15/2023	130.50	0.00
TOTALS						130.50	130.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00589	COMMUNITY SERVICE CONCESSION SUPPLIES	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		COMMUNITY SERVICE CONCESSION SUPPLIES	80 E 861 411 395000 000 640 000		05/11/2023	71.90	0.00
2		COMMUNITY SERVICE CONCESSION SUPPLIES	80 E 861 415 395000 000 640 000		05/11/2023	0.00	71.90
TOTALS						71.90	71.90

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00588	to cover reimbursements	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursements	10 E 809 440 136000 577 809 000		05/11/2023	0.00	610.41
2		to cover reimbursements	10 E 809 342 136000 577 809 000		05/11/2023	610.41	0.00
TOTALS						610.41	610.41

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00587	Funds Needed for Spring Sports Awards, Sectio	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds Needed for Spring Sports Awards, Sectional Track Supplies	10 E 410 310 162000 000 160 000		05/11/2023	0.00	872.44
2		Funds Needed for Spring Sports Awards, Sectional Track Supplies	10 E 410 411 162000 000 160 000		05/11/2023	872.44	0.00
3		Funds Needed for Spring Sports Awards, Sectional Track Supplies	10 E 410 415 162000 000 160 000		05/11/2023	0.00	47.03
4		Funds Needed for Spring Sports Awards, Sectional Track Supplies	10 E 410 411 162000 000 160 000		05/11/2023	47.03	0.00
5		Funds Needed for Spring Sports Awards, Sectional Track Supplies	10 E 410 940 162000 000 160 000		05/11/2023	0.00	836.36
6		Funds Needed for Spring Sports Awards, Sectional Track Supplies	10 E 410 411 162000 000 160 000		05/11/2023	836.36	0.00
TOTALS						1,755.83	1,755.83

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00585	to cover reimbursement for Jodi Peterson	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Jodi Peterson	10 E 400 341 256770 000 133 000		05/11/2023	0.00	20.00
2		to cover reimbursement for Jodi Peterson	10 E 400 342 133000 000 133 000		05/11/2023	20.00	0.00
3		to cover reimbursement for Jodi Peterson	10 E 400 341 256770 000 133 000		05/11/2023	0.00	49.04
4		to cover reimbursement for Jodi Peterson	10 E 400 415 133000 000 133 000		05/11/2023	49.04	0.00
TOTALS						69.04	69.04

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00584	to cover Lamers invoice for Chad Thompson	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Lamers invoice for Chad Thompson	10 E 300 411 127000 000 127 000		05/10/2023	0.00	7.21
2		to cover Lamers invoice for Chad Thompson	10 E 300 342 256770 000 127 000		05/10/2023	7.21	0.00
TOTALS						7.21	7.21

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00583	to cover reimbursement for Jodi Peterson	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Jodi Peterson	10 E 400 341 256770 000 133 000		05/10/2023	0.00	104.56
2		to cover reimbursement for Jodi Peterson	10 E 400 415 133000 000 133 000		05/10/2023	104.56	0.00
TOTALS						104.56	104.56

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00582	to cover reimbursement for Jodi Peterson	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Jodi Peterson	10 E 400 353 133000 000 133 000		05/10/2023	0.00	50.00
2		to cover reimbursement for Jodi Peterson	10 E 400 342 133000 000 133 000		05/10/2023	50.00	0.00
3		to cover reimbursement for Jodi Peterson	10 E 400 341 256770 000 133 000		05/10/2023	0.00	29.04
4		to cover reimbursement for Jodi Peterson	10 E 400 342 133000 000 133 000		05/10/2023	29.04	0.00
TOTALS						79.04	79.04

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00581	to cover pcard purchase for plane ticket	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover pcard purchase for plane ticket	10 E 809 440 136000 577 809 000		05/10/2023	0.00	71.56
2		to cover pcard purchase for plane ticket	10 E 809 342 136000 577 809 000		05/10/2023	71.56	0.00
TOTALS						71.56	71.56

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00580	Transfer for equipment	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer	10 E 400 434 222200 031 220 000		05/10/2023	0.00	100.00
2		transfer	10 E 400 482 222200 031 220 000		05/10/2023	100.00	0.00
3		transfer	10 E 400 360 222200 031 220 000		05/10/2023	0.00	1,940.92
4		transfer	10 E 400 482 222200 031 220 000		05/10/2023	1,940.92	0.00
5		transfer	10 E 400 431 222200 031 220 000		05/10/2023	0.00	63.29
6		transfer	10 E 400 482 222200 031 220 000		05/10/2023	63.29	0.00
7		transfer	10 E 400 432 222200 031 220 000		05/10/2023	0.00	4,281.95
8		transfer	10 E 400 482 222200 031 220 000		05/10/2023	4,281.95	0.00
TOTALS						6,386.16	6,386.16

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00579	to cover TPT items for end of year review for	2022-2023	05/11/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover TPT items for end of year review for Jennifer K	10 E 300 940 123000 000 123 000		05/10/2023	0.00	10.00
2		to cover TPT items for end of year review for Jennifer K	10 E 300 411 123000 000 123 000		05/10/2023	10.00	0.00
TOTALS						10.00	10.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00578	Transfer to cover higher than anticipated cos	2022-2023	05/09/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated cost of psych scoring	27 E 809 411 215200 341 809 000		05/09/2023	15.00	0.00
2		Transfer to cover higher than anticipated cost of psych scoring	27 E 809 411 156600 341 809 000		05/09/2023	0.00	15.00
TOTALS						15.00	15.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
22-00577	to cover ASK exam order for Jennifer Gipp	2022-2023	05/09/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover ASK exam order for Jennifer Gipp	10 E 809 440 136000 577 809 000		05/09/2023	0.00	750.00
2		to cover ASK exam order for Jennifer Gipp	10 E 809 310 136000 577 809 000		05/09/2023	750.00	0.00
TOTALS						750.00	750.00

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



Book	Policy Manual
Section	Second Reading by Board
Title	DEFINITIONS
Code	po0100
Status	Second Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

0100 - **DEFINITIONS**

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

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

Administrative Guideline

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

Administrator

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

Administrators may include the following positions: Assistant Superintendents, Director of Special Education, Director of Student Services, Director of Curriculum, Director of Talent and Culture, Director of Technology, Director of School Nutrition, Director of Buildings and Grounds, Director of Community Services/Special Projects/Safety, Principals, Assistant Principals.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Agreement

A collectively-negotiated contract with a recognized bargaining unit.

Apps and Services

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

Board

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

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

Bylaw

Rule of the Board for its own governance.

Clerk

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

District

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

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

Due Process

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

Full Board

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

Information Resources

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

Law Enforcement Officer(s) or Agencies

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

Legal Custodian of Records

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

Legal Notice

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

Medical Advisor

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

Meeting

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

Official Newspaper

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

Parent

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

Personal Communication Devices

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

Policy

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

President

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

Principal

The educational leader and head administrator of one (1) or more District schools.

In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

Professional Staff Member

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

Relative

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

School Nurse

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

School Official

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

Shall

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

Social Media

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

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

Sometimes the administrative head of the school district is referred to as Superintendent. He/She has the authority of the Superintendent by law. In policy, capitalization of the term Superintendent may imply a delegation of responsibilities, as appropriate, to staff members.

Support Staff

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

Technology Resources

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

Treasurer

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

Vice-President

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

Voting

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

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

Revised 3/22/17

Revised 10/21/20

Revised 6/16/21

Revised 10/27/21

Revised 3/16/22

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Last Modified by Ellen Suckow on May 21, 2023



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

0115 - **ADDRESS**

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

T.C. 9/21

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Last Modified by Ellen Suckow on May 21, 2023



Book Policy Manual
Section Second Reading by Board
Title ASSOCIATION MEMBERSHIPS
Code po0175
Status Second Reading
Adopted May 25, 2016

0175 - ASSOCIATION MEMBERSHIPS

The School Board may maintain membership in the Wisconsin Association of School Boards and the Consortium of State School Boards and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

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Last Modified by Ellen Suckow on May 21, 2023



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

1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

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

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

District Compliance Officers

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

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

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

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

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

Reports and Complaints of Discrimination and Retaliation

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

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

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

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

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

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

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

Investigation and Complaint Procedure

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

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

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

Complaint Procedure

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

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than two (2) days.

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

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

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

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

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

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

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

The investigation will include:

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

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

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

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

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

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

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

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

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

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

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

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Legal

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

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

Last Modified by Ellen Suckow on May 21, 2023



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

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

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

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

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

Major Life Activities

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

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

Impairment That Substantially Limits a Major Life Activity

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

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

Qualified Individual with a Disability

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

Reasonable Accommodation

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

Facilities

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

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

District Compliance Officers

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

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

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

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

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

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

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

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

Complaint Procedures

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

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

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

Internal Complaint Procedure

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

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

The Superintendent will render his/her decision within ten (10) days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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

OCR Complaint

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

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

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

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

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

T.C. 6/22/20
Revised 11/17/21

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

Last Modified by Ellen Suckow on May 21, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po1630.01
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

1630.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ('FMLA')

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to administrative staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ('FMLA') and the Wisconsin Family and Medical Leave Act ('WFMLA'). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to a staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a 'serious health condition'

The term 'child' generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

'Parent' includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

'Spouse' includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, ~~in the line of duty~~ which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent **or designee** will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

~~Please see also Policy 3430.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the WFMLA shall begin on January 1 and end on December 31.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the federal FMLA shall be a 'rolling back' twelve (12) month period measured backwards from the date an employee uses an FMLA leave. Under some circumstances, the state and federal laws may differ. When both state and federal laws provide for family and medical leaves, the leaves will run concurrently.~~

~~Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year as follows:~~

- ~~A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;~~
- ~~B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and~~

~~X~~ a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling twelve (12) month period measured backward from the date of usage for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year (January 1 to December 31) as follows:

- A a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a 'serious health condition' under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a 'serious health condition' of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); **and**
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member ~~or staff member's~~ family member must be under the continuing supervision of, but need not be receiving

active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent **or designee** with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's **own** serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption ~~leave under WFMLA~~, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as ~~a~~ the definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

~~Employees~~ Staff members must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

~~See Policy 3430.~~ The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting an FMLA leave request form via the online system.

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, ~~s/he~~ the staff member must notify the Superintendent **or designee** within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent **or designee** within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent **or designee** as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent **or designee** will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent **or designee** doubts the validity of a certification, it may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent **or designee** may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent **or designee** to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent **or designee** will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

~~Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.~~

Absent extenuating circumstances, the Superintendent **or designee** will provide the employee with a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent **or designee** sufficient to enable the Superintendent **or designee** to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent **or designee** will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. ~~Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.~~

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the ~~C~~certification.

When leave is governed only by the FMLA, the Superintendent **or designee** may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent **or designee** for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent **or designee** may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid.

For leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, in the following order pursuant to the Employee Handbook:

- A if available, Paid Time Off (PTO);
- B after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

For leave governed exclusively by the FMLA, staff members cannot substitute Sick Leave to care for the staff member's child over the age of eighteen (18).

After Paid Time Off (PTO) is exhausted, leave for family leaves indicated above would be unpaid unless the staff member substitutes Vacation Leave, if available.

For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned or accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

If the staff member elects to substitute accrued paid or unpaid leave under WFMLA, leave must be substituted in the following order pursuant to the Employee Handbook:

- A if available, Paid Time Off (PTO);
- B after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

If available, Vacation Leave may be substituted during any portion of leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

~~For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.~~

~~For leave governed by the WFMLA, the staff member may elect to substitute accrued paid or unpaid leave of any other type provided by the Board for any family or medical leave in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. After Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. After Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.~~

~~For leave governed exclusively by the FMLA (not running concurrently with the WFMLA), the Board requires accrued Paid Time Off (PTO) and Sick Leave to be substituted. Leave is substituted for medical and certain family leave (except for family leave as indicated below) in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. After Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. After Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~For leave governed exclusively by the FMLA, staff members may not substitute Sick Leave for the following family leaves:~~

- ~~A. For the birth of a child and to care for the newborn child;~~
- ~~B. For placement with the staff member of a child for adoption or foster care and to care for the newly placed child;~~
- ~~C. To care for the staff member's child over the age of eighteen (18).~~

~~After Paid Time Off (PTO) is exhausted, leave for the family leaves indicated above would be unpaid unless staff member substitutes Vacation Leave, if available.~~

~~If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.~~

~~Staff members may not substitute paid sick leave, medical, or family leave for any situation not covered by the employer's leave plan.~~

~~Any paid leave substituted for unpaid FMLA or WFMLA leave will decrease, in whole or part, the staff member's FMLA and/or WFMLA leave entitlement.~~

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent **or designee** for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans with Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent **or designee** will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an 'individual with a disability' within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

~~The Superintendent shall see that the policy is posted properly.~~

The Superintendent shall provide a copy of the policy upon the request of a staff member.

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DCE May 2023

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Legal 29 U.S.C. 2601 et seq.
 29 C.F.R. Part 825
 103.10, Wis. Stats.
 Wis. Admin. Department of Workforce Development (DWD) 225
 National Defense Authorization Act of 2010

Cross [ag1630.01B - FMLA RECORDKEEPING REQUIREMENTS](#)
References

Last Modified by Ellen Suckow on May 21, 2023



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1662 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

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

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

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

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

Notice

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

School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Bullying

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

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

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

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

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

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

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

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

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

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

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

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

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

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

Boundary Invasions

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

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

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

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Age Harassment

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

Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Disability Harassment

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

Anti-Harassment Compliance Officers

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

Sarah Trimmer
 Director of Talent and Culture
 1699 Schofield Ave., Suite 3006100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1225

strimner@dce.K12.wi.us

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

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

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

Reports and Complaints of Harassing Conduct

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about 'unwelcome' conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

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

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

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

Reporting procedures are as follows:

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

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

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

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

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

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

Complaint Procedure

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

Due to the sensitivity surrounding complaints of harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

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

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

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

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

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

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

Within five (5) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

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

The investigation will include:

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

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

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

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

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

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

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

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

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

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

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

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

Privacy/Confidentiality

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

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

Directives During Investigation

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

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

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

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

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

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

Revised 4/24/19
 T.C. 6/22/20
 Revised 10/21/20
 Revised 11/17/21

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Legal 111.31, 118.195, 118.20, Wis. Stats.
 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
 29 U.S.C. 794, Rehabilitation Act of 1973
 42 U.S.C. 1983
 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1635
 National School Boards Association Inquiry and Analysis - May 2008

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

Last Modified by Ellen Suckow on May 21, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	CURRICULUM DEVELOPMENT
Code	po2210
Status	Second Reading
Adopted	May 25, 2016
Last Revised	January 31, 2022

2210 - CURRICULUM DEVELOPMENT

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, a District the curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent. shall provide for the review of the evaluation process at least every five (5) years. The District curriculum plan shall include sequential curriculum plans, which provide an organized set of learning experiences that build upon previously acquired knowledge and skills.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as the courses of study, subjects, classes, and organized activities provided by the school to include:

- A (x) the courses of study, subjects, classes, and organized activities provided by the school;
- B (x) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C (x) learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D (x) the plan for learning necessary to accomplish the educational goals of the District;
- E (x) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum shall be developed and evaluated by the Superintendent, and that curriculum plans and courses of study incorporated into the curriculum of this District:

- A (x) be consistent with and designed to achieve the District's philosophy and goals and ensure the possibility of their achievement;
- B (x) allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- C (x) provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- D (x) utilize a variety of learning resources to accomplish the educational goals;
- E encourage students to utilize school counseling services in their academic and career planning;
- F in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- G in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;

- H in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, world language, physical education, art and music;
- I provide regular instruction in world language in grades 7 and 8;
- J in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- K incorporate instruction in financial literacy into the curriculum in grades kindergarten to 12;
- L at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides;
- M provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- N provide for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

The Board directs that the curriculum of this District:

- A. provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- ~~B~~ ensures, consistent with 115, Wis. Stats. and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- ~~C~~ be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- ~~D~~ be consistent with 118.30, Wis. Stats. by incorporating State recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- ~~E~~ encourages students to utilize school counseling services in their academic and career planning;
- ~~F~~ in the elementary grades, provides regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art, and music;
- ~~G~~ in grades five (5) to eight (8), provides regular instruction in language arts, social studies, mathematics, science, health, physical education, art, and music;
- ~~H~~ in grades nine (9) to twelve (12), provides access to an educational program that enables students each year to study English, social studies, mathematics, science, career and technical education, world language, physical education, art, and music;
- ~~I~~ provides regular instruction in world language in grades seven (7) and eight (8);
- ~~J~~ in one (1) of grades five (5) to eight (8) and in one (1) of grades ten (10) to twelve (12), provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15(5), Wis. Stats.;
- ~~K~~ incorporates instruction in financial literacy into the curriculum in grades kindergarten to twelve (12);
- ~~L~~ at least once in grades five (5) to eight (8) and at least once in grades nine (9) to twelve (12), include instruction on the Holocaust and other genocides effective with the 2022-23 school year;
- ~~M~~ provides that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- ~~N~~ provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society including, but not limited to, Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

The Superintendent shall make progress reports to the Board periodically.

As educational leader of this District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent may propose programming using innovative instructional design as deemed to be beneficial or necessary to the continuing growth of the instructional program and to better the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with State law and implemented consistent with the District's

curriculum as approved by the Board.

[x] The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

Revised 11/18/20

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Legal 118.01, 118.24, 118.30, 121.01(1)(k), 121.02(1)(L), Wis. Stats.
PI 8.001(6g), PI 8.01(2)(L), PI 8.01(2)(k)

Cross [ag2210A - CURRICULUM DEVELOPMENT](#)
References

Last Modified by Ellen Suckow on May 21, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	ADOPTION OF COURSES OF STUDY
Code	po2220
Status	Second Reading
Adopted	May 25, 2016

2220 - ADOPTION OF COURSES OF STUDY

The School Board shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study through inclusion in the sequential curriculum plan described in Policy 2210 - Curriculum Development. A course of study is part of the sequential curriculum plan that describes course objectives, sequence, content, and a method of evaluating student attainment of objectives. Each course of study shall specify the ~~hours of instruction committed to it each week, semester, and school year~~ total number of credit hours.;

The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board. No course of study shall be taught in the schools of this District unless it has been adopted by the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students and are needed to comply with State law.

The Superintendent's recommendation shall include the following information about each course of study:

- A+ its applicability to students and an enumeration of those groups of students to be affected by it;
- B+ the intended learning objective(s), defined in terms of ~~how the learning is applied~~ how the student can apply the learning;
- C+ its scope and sequence and a statement of the rationale used to determine the amount and type of instructional time needed to accomplish the objectives at each level;
- D+ its justification in terms of the goals of this District, especially when it is proposed to take the place of an existing course of study;
- E+ its instructional methods and learning strategies including the manner in which the learning of democratic principles and ethics is provided for, if appropriate to the content of the course;
- F+ the resources that its implementation will require, including instructional materials, equipment, specially-trained personnel, etc.;
- G+ the plan for its continuous assessment which includes criteria and standards;
- H+ its developmental and operational history as well as data on results, where available.

The learning that results from each course of study should be durable, significant, and transferable and require a high level of student achievement of clearly-defined, cumulative performance objectives.

The plan for student assessment for each course of study should include the criteria and standards that will be used to determine when students may need to participate in remedial, supplemental, or accelerated activities in order to ensure that each student has been provided the opportunity to achieve at their optimum level.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom they are responsible. Deviation from its content must be approved in accordance with the District Administrator's administrative guidelines.

~~✖] Since one of the District's goals is to prepare students to enter the world of work, the Board directs that each course of study include as part of its learning accomplishments that students can demonstrate their willingness and ability to be punctual, to be present at the learning site each day unless absent for a legitimate reason, and to complete assignments on time and as directed. The District Administrator's guidelines should include recommendations to staff on how to instruct students in these important work ethics and how to include these learnings in the grades that students receive.~~

~~[] The District Administrator shall develop administrative guidelines which provide for the development of individual learning plans that contain pre and post assessment activities as well as instructional activities for implementing each course of study. Such plans should also provide for proper record keeping and periodic reporting of student performance. The District Administrator shall ensure that the appropriate amount of instruction time is allocated to each course of study that comprises the program of each school. The allocation of time is to be determined by the District Administrator and appropriate members of the staff and shall be justified in terms of the amount of time needed for students to accomplish the objectives of the curriculum as well as the District's educational goals.~~

~~[] In keeping with the Board's commitment to the school improvement process, such guidelines shall also provide for the appropriate participation of staff, parents, students, and relevant community organizations in the review of the District's courses of study.~~

~~[x] The District Administrator Superintendent shall maintain a current list of all courses of study offered by this District.~~

~~(-) and shall provide each member of the Board with a current list of all courses of study.~~

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Legal 118.01, Wis. Stats.
 118.24(2)(c), 121.02(1)(k), Wis. Stats.
 PI 8.01(2)(k)2
 PI 8.01(2)(k)3

Last Modified by Ellen Suckow on May 21, 2023



Book Policy Manual
 Section Second Reading by Board
 Title SPECIAL OBSERVANCE DAYS
 Code po2221
 Status Second Reading
 Adopted May 25, 2016

2221 - SPECIAL OBSERVANCE DAYS

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

January 15th	Martin Luther King Jr. Day
February 12th	Abraham Lincoln's Birthday
February 15th	Susan B. Anthony's Birthday
February 22nd	George Washington's Birthday
March 4th	Casimir Pulaski Day
March 17th	The Great Hunger
April 9th	Prisoners of War Remembrance Day
April 13th	American Creed Day
April 19th	Patriot's Day
April 22nd	Environmental Awareness Day
Last Friday in April	Arbor Day - except that if the Governor by proclamation sets apart one (1) day to be designated as Arbor Day and Bird Day under State law, that day shall be appropriately observed.
June 14th	Robert La Follette Sr. Day
September 11	A day to remember the attacks that occurred on September 11, 2001, and to honor law enforcement officers and firefighters
September 16th	Mildred Fish Harnack Day

September 17th U.S. Constitution Day

September 28th Frances Willard Day

Wednesday the third week in September as part of Wonderful Wisconsin week

Friday the third week in September POW-MIA Recognition Day

Wednesday the fourth week in September

Bully Awareness Day

October 9th

Leif Erikson Day

October 12th

Christopher Columbus's Birthday

November 11th

Armistice Day

Friday of the 3rd week in September

POW-MIA Recognition Day

Wednesday of the 4th week in September

Bullying Awareness Day

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Legal 118.02, 118.025, 118.02(9t) Wis. Stats.

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

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

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

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

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

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

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

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

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

Principal's Responsibilities

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

Superintendent's Responsibilities

In furtherance of the aforesaid goal, the Superintendent shall:

A. Curriculum Content

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

B. Staff Training

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

C. Student Access

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

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

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

D. District Support

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

E. Student Evaluation

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

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

School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

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

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

Reporting Procedures

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

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

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

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

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

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

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

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

Sarah Trimner
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 100 Alderson Street
 Schofield, WI 54476
 715-359-4221 ext. 1225
 strimner@dce.K12.wi.us

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

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

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

Investigation and Complaint Procedure

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

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

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

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

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

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

The investigation will include:

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

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

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

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

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the Superintendent either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and Respondent. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

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

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

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

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

Additional School District Action

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

Privacy/Confidentiality

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts related to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 10/25/17
 Revised 4/24/19
 T.C. 6/22/20
 Revised 11/18/20
 Revised 11/17/21

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Legal

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

Cross
 References

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

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

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

Last Modified by Ellen Suckow on May 21, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

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

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

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

Free Appropriate Public Education

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

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

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

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

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

Definitions

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

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

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

District community: means students, District employees (i.e., administrators and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

Major Life Activities

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

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

Impairment That Substantially Limits a Major Life Activity

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

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

Qualified Individual with a Disability

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

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

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

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

Reasonable Accommodation

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

Facilities

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

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

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

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

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

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

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

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

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

Reports and Complaints of Discrimination and Retaliation

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

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

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

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

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

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

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

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

Investigation and Complaint Procedure

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

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

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

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

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

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

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

The investigation will include:

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

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

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

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

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to the Complainant and to the Respondent. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

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

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy, or in such other manner as deemed appropriate by the Board or its designee.

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

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

Additional School District Action

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

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

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

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

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, the opportunity to complete assignments missed due to absences related to the discrimination, or other appropriate action.

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

Sanctions and Disciplinary Action

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

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

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

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

Impartial Due Process Hearing

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

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

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

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

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

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

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

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

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

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

OCR Complaint

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

U.S. Department of Education
Office for Civil Rights
Chicago Office
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576
TDD: 800-877-8339
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the 'process' requirements of Subpart D of Section 504.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the COs will be published on the District's website and posted throughout the District, and included in the District's recruitment statements or general information publications.

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts related to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions, both individual and systemic, taken to stop the discrimination&n

Legal 29 C.F.R. Part 1630
 34 C.F.R. Part 300
 34 C.F.R. Part 104
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2266
Status	Second Reading
Adopted	August 19, 2020
Last Revised	September 1, 2022

2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, third-party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook(s) if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee Handbook(s) if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

Definitions

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

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. A Board employee conditioning the provision of aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
 1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
 - a. *Rape* is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.
 - b. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - c. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
 - d. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. *Incest* is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
 - f. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by 948.02 or 948.09, Wis. Stats., or whose status as a student prohibits such sexual contact per 948.095, Wis. Stats.
 - g. *Other Sexual Contact* includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in Wis. Stat. § 940.225(5)(b).
 - h. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
 - i. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
 2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
 - a. A current or former spouse or intimate partner of the victim;
 - b. A person with whom the victim shares a child in common;
 - c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
 - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
 3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint: "Formal complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), referral to Employee Assistance Program, and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

School District community: 'School District community' refers to students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. Director of Talent and Culture

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board President. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the D.C. Everest Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) are:

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

Gina Lehnan
 Director of Student Services
 715-359-4221, ext. 1351
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, Wi 54476
 gilehman@dce.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinator(s)' contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s)' contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), the perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent shall determine who will serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment.

The Board does business with various vendors, contractors, and other third parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies and/or administrative guidelines, the applicable Student Code of Conduct, or the Employee Handbook.

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of

sex discrimination and/or sexual harassment must immediately/promptly notify the/a Title IX Coordinator of such information or report. The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee’s knowledge is based on another individual bringing the information to the Board employee’s attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies, including Policy 5120 - Assignment within District; Policy 5605 - Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, and Policy 5611 – Due Process Rights.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint.

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process and procedures, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 5517 - Student Anti-Harassment as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities. The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:
 1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
 3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a formal complaint *unless* the conduct alleged in the formal complaint:

- A. would not constitute sexual harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one (1) of the preceding circumstances exist, the Title IX Coordinator *shall* dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one (1) of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee Handbook.

The Title IX Coordinator *may* dismiss a formal complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:
 - A. the allegations;
 - B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
 - C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.
- C. Board Policy 2461 – Recording of District Meetings Involving Students and/or Parents controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of one(1) day notice with respect to investigative interviews and other meetings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence.
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment). Consequences could be up to and including an expulsion hearing, or permanent exclusion from co-curricular and/or extra-curricular activity(ies), including athletics or current class enrollment.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, Policy 5610.01 – Alternative Expulsion Hearing Procedure, Policy 5610.02 – In-School Discipline, and Policy 5611 – Due Process Rights. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy including but not limited to (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. written reprimands;
- C. performance improvement plan;
- D. required counseling;
- E. required training or education;
- F. demotion;
- G. suspension with pay;
- H. suspension without pay;
- I. termination, and any other sanction authorized by any applicable Employee Handbook.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party determined responsible for violating this policy (i.e., engaging in sexual harassment):

- A. oral or written warning;
- B. suspension or termination/ cancellation of the Board's contract with the third-party vendor or contractor;
- C. mandatory monitoring of the third-party while on school property and/or while working/interacting with students;

- D. restriction/prohibition on the third party's ability to be on school property; and
- E. any combination of the same.

If the decision-maker(s) determines the third-party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the Superintendent will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is a member of the Board, that member of the Board shall be excluded from any determination regarding the imposition of a disciplinary sanction/consequence by the remaining Board members.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process and procedures, the Superintendent may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.
- D. The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the sexual harassment).

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein.

Nothing herein shall prevent the Superintendent from imposing any remedy, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

Specifically, the appealing party must submit with the notice of appeal a written statement challenging the determination of responsibility. The nonappealing party shall have up to five (5) days after receipt of the appealing party's written statement to submit his/her written statement in support of the determination of responsibility.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker(s)'s determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above.

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

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, or any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of sexual harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;
- C. how to conduct an investigation and implement the grievance process appeals and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. § 19.21(6):

- A. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website.

Outside Appointments, Dual Appointments, and Delegations

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains the discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the Superintendent at any time.

Discretion in Application

The Board retains the discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains the discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the Board retains the discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

Revised 1/31/22

Revised 3/16/22

Revised 6/15/22

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Legal	20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
	20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
	42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
	42 U.S.C. 2000d et seq.
	42 U.S.C. 2000e et seq.
	42 U.S.C. 1983
	34 C.F.R. Part 106
	19.21(6), Wis. Stats.
	118.25, Wis. Stats.
	120.13, Wis. Stats.
	948.02, Wis. Stats.
	OCR's Revised Sexual Harassment Guidance (2001)

20 U.S.C. 1092(F)(6)(A)(v)

34 U.S.C. 12291(a)(10)

34 U.S.C. 12291(a)(8)

34 U.S.C. 12291(a)(30)

Cross
References

[ag2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#)

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 1, 2022

2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are related to the District's curriculum and/or mission.

The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the Superintendent shall take steps to make such opportunities accessible to all students.

For purposes of this policy, District-sponsored activities are typically those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit; or
- E. the subject matter is of interest to students and aligns with the District's goals and mission.

No activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with competitive extra-curricular activities/athletics, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 - Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Nondistrict-sponsored, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such activity during the hours when functioning as a member of the staff.

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

No non-district-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

Eligibility is determined by the rules in the D.C. Everest Athletics and Activities Handbook and the Wisconsin Interscholastic Athletic Association.

Students shall be fully informed of the District-sponsored activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The Superintendent shall prepare administrative guidelines to implement a program of clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

Whenever a student becomes a member of a District-sponsored student group or national organization such as the National Honor Society, in order to remain a member, the student must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

Revised 2/22/21
Revised 6/16/21
Revised 12/15/21

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Legal 120.12(23), Wis. Stats.
 P.L. 98-377

Cross [ag2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES](#)
References

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

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

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

District Compliance Officers

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

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

~~Matt Spets~~, Jack Stoskopf, Interim Assistant Superintendent
 Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

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

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

Reports and Complaints of Discrimination and Retaliation

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

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

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

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

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

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

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

Investigation and Complaint Procedure

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

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

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

Complaint Procedure

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

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than two (2) days.

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

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

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

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

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

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

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

The investigation will include:

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

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

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

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

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

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

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

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

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

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 10/4/18
 Revised 4/24/19
 T.C. 6/22/20
 Revised 11/17/21

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Legal

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

Cross
 References [3122F - Discrimination/Harassment Complaint Form](#)

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po3123
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

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

Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

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

Major Life Activities

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

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

Impairment That Substantially Limits a Major Life Activity

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

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

Qualified Individual with a Disability

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

Reasonable Accommodation

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

Facilities

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

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

District Compliance Officers

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

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

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

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

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

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

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

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

Complaint Procedures

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

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

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

Internal Complaint Procedure

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

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

The Superintendent will render his/her decision within ten (10) days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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

OCR Complaint

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

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

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

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

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

T.C. 6/22/20
Revised 11/17/21

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

Cross [ag3123 - SECTION 504/ADA - PROHIBITION AGAINST DISABILITY DISCRIMINATION IN](#)
 References [EMPLOYMENT](#)

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	REDUCTION IN STAFF
Code	po3131
Status	Second Reading
Adopted	May 25, 2016
Last Revised	January 20, 2021

3131 - **REDUCTION IN STAFF**

It is the responsibility of the Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other warranted circumstances.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

~~Selection of staff for reduction, once positions have been identified, will be based on~~ The Superintendent shall determine the appropriate employees for reduction considering all factors deemed important and in the best interests of the District, including, but not limited to the following considerations, including but not limited to:

- A. qualifications of the employees being considered for reduction
- B. performance of employees, including performance evaluations
- C. input from direct supervisors

~~The Superintendent shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.~~

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid-off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming the Superintendent may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances.

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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Book	Policy Manual
Section	Second Reading by Board
Title	USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF
Code	po3215
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 15, 2021

3215 - **USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term 'tobacco products retailer' means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 1/20/21

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Legal
111.321, Wis. Stats.
120.12(20), Wis. Stats.
20 U.S.C. 6081 et seq.
20 U.S.C. 7182

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po3362
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3362 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

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

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

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

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

Notice

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Bullying

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

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

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

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

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

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

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

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

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

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

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

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

Boundary Invasions

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

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a 'special friend' or a 'special relationship');
- G. initiating or extending contact with students beyond the school day for personal purposes;

- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly 'touchy' with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student 'secrets' and having 'secrets' with a student;
- V. other similar activities or behavior.

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Age Harassment

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

Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Disability Harassment

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

occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Anti-Harassment Compliance Officers

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

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

~~Matt Spets~~ Jack Stoskopf, Interim Assistant Superintendent
 Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 SchofieldWeston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

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

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

Reports and Complaints of Harassing Conduct

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about 'unwelcome' conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

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

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

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

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.

- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.
 2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

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

Complaint Procedure

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

Due to the sensitivity surrounding complaints of harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

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

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

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

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

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

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

Within five (5) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

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

The investigation will include:

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

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

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

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

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

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

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

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

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

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

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

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

Privacy/Confidentiality

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

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

Directives During Investigation

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

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

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

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

Revised 4/24/19
 T.C. 6/22/20
 Revised 10/21/20
 Revised 11/17/21

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Legal 111.31, 118.195, 118.20, Wis. Stats.
 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
 29 U.S.C. 794, Rehabilitation Act of 1973
 42 U.S.C. 1983
 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1635
 National School Boards Association Inquiry and Analysis - May 2008

Cross [ag3362.01 - REPORTING THREATENING BEHAVIORS](#)
 References

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	BENEFITS
Code	po3425
Status	Second Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

3425 - BENEFITS

It is the Board’s policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high-quality employees.

The specific design and development of employee benefit plans, including health insurance, dental insurance, short-term and long-term disability insurance, and life insurance benefits shall be determined by the Superintendent with approval by the Board. **The Superintendent may establish an employee benefits committee.** These programs shall be reviewed no less than annually and where necessary or appropriate, the Superintendent shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options, such as self-funding insurance plans. The Superintendent shall present to the Board for its approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits shall be available in the District office.

Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The Board retains final authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

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Legal Consolidated Omnibus Budget Reconciliation Act of 1985 Pub. L. 99-272

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po3430.01
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ('FMLA')

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to professional staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ('FMLA') and the Wisconsin Family and Medical Leave Act ('WFMLA'). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child;
- B. for placement with the eligible staff member of a child for adoption or foster care;
- C. to care for an eligible staff member's spouse, child or parent with a 'serious health condition'.

The term 'child' generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

'Parent' includes a staff member's spouse's legal guardian only if the employee is requesting leave under the WFMLA.

'Spouse' includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position;
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves;

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, ~~in the line of duty~~ which renders the service member medically unfit to perform the member's office, grade, rank, or rating;

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent **or designee** will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling twelve (12) month period measured backward from the date of usage for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year (January 1 to December 31) as follows:

- A a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

~~Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling back twelve (12) month period measured backwards from the date an employee uses a FMLA leave for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above. When both State and Federal laws provided for FMLA, the leaves will run concurrently.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the WFMLA shall begin on January 1 and end on December 31.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the Federal FMLA shall be a 'rolling back' twelve (12) month period measured backwards from the date an employee uses an FMLA leave. Under some circumstances, the State and Federal laws may differ. When both State and Federal laws provide for family and medical leaves, the leaves will run concurrently.~~

~~Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year as follows:~~

~~A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;~~

~~B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and~~

~~C. a total of two (2) weeks of leave due to the staff member's serious health condition.~~

~~Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA covered service is counted in determining an employee's eligibility for FMLA leave.~~

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a 'serious health condition' under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a 'serious health condition' of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); **and**

3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. ~~You or your family~~ ~~The staff member or staff member's family member~~ must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent ~~or designee~~ with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under ~~the~~ WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

~~Employees~~ ~~Staff members~~ must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave ~~through the online system~~, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form ~~via the online system~~.

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent ~~or designee~~ within two (2) business days of learning of the circumstances necessitating the extension.

Certification By ~~H~~ Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent ~~or designee~~ within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent ~~or designee~~ as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent ~~or designee~~ will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent ~~or designee~~ doubts the validity of a certification, ~~the Superintendent or designee~~ may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained.

The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent **or designee** may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent **or designee** to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent **or designee** will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent or designee will provide the employee with a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent or designee sufficient to enable the Superintendent or designee to determine that the leave is being taken for an FMLA-qualifying reason.

~~Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.~~

The Superintendent **or designee** will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. ~~Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.~~

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the **C**Certification.

When leave is governed only by the FMLA, the Superintendent **or designee** may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent **or designee** for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent **or designee** may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or

- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid.

For leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

For leave governed exclusively by the FMLA, staff members cannot substitute Sick Leave to care for the staff member's child over the age of eighteen (18).

After Paid Time Off (PTO) is exhausted, leave for family leaves indicated above would be unpaid unless the staff member substitutes Vacation Leave, if available.

For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned or accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

If the staff member elects to substitute accrued paid or unpaid leave under WFMLA, leave must be substituted in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

If available, Vacation Leave may be substituted during any portion of leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

~~For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.~~

~~For leave governed by the WFMLA, the staff member may elect to substitute accrued paid or unpaid leave of any other type provided by the Board for any family or medical leave in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.~~

~~For leave governed exclusively by the FMLA (not running concurrently with the WFMLA), the Board requires accrued Paid Time Off (PTO) and Sick Leave to be substituted. Leave is substituted for medical and certain family leave (except for family leave as indicated below) in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~For leave governed exclusively by the FMLA, staff members may not substitute Sick Leave for the following family leaves:~~

- ~~A. For the birth of a child and to care for the newborn child;~~

~~B. For placement with the staff member of a child for adoption or foster care and to care for the newly placed child; or~~

~~C. To care for the staff member's child over the age of eighteen (18).~~

~~After Paid Time Off (PTO) is exhausted, leave for the family leaves indicated above would be unpaid unless staff member substitutes Vacation Leave, if available.~~

~~If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.~~

~~Staff members may not substitute paid sick leave, medical, or family leave for any situation not covered by the employer's leave plan.~~

~~Any paid leave substituted for unpaid FMLA or WFMLA leave will decrease, in whole or part, the staff member's FMLA and/or WFMLA leave entitlement.~~

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent **or designee** for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans with Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent **or designee** will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans with Disabilities Act of 1990. If the staff member is an 'individual with a disability' within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

~~The Superintendent shall see that the policy is posted properly.~~

The Superintendent shall provide a copy of the policy upon the request of a staff member.

Revised 8/16/17

DCE May 2023

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Legal	29 U.S.C. 2601 et. seq.
	29 C.F.R. Part 825
	103.10, Wis. Stats.
	Wis. Admin. Department of Workforce Development (DWD) 225
	National Defense Authorization Act of 2010

Cross References	ag3430.01B - FMLA RECORDKEEPING REQUIREMENTS
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Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

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

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

District Compliance Officers

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

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

~~Matt Spets,~~ Jack Stoskopf, Interim Assistant Superintendent
 Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

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

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

Reports and Complaints of Discrimination and Retaliation

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

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

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

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

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

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

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

Investigation and Complaint Procedure

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

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

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

Complaint Procedure

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

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than two (2) days.

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

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

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

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

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

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

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

The investigation will include:

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

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

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

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

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

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

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

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

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

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 10/4/18
 Revised 4/24/19
 T.C. 6/22/20
 Revised 11/17/21

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Legal

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

Cross
 References

[po4122.01 - DRUG-FREE WORKPLACE](#)
[po4122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE](#)
[ag4122.01 - DRUG-FREE WORKPLACE](#)
[4122F - Discrimination/Harassment Complaint Form](#)

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po4123
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

4123 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

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

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

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

Major Life Activities

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

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

Impairment That Substantially Limits a Major Life Activity

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

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

Qualified Individual with a Disability

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

Reasonable Accommodation

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

Facilities

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

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

District Compliance Officers

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

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

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

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

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

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

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

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

Complaint Procedures

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

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

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

Internal Complaint Procedure

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

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

The Superintendent will render his/her decision within ten (10) days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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

OCR Complaint

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

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

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

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

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

T.C. 6/22/20
Revised 11/17/21

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

Cross [ag4123 - SECTION 504/ADA - PROBITION AGAINST DISABILITY DISCRIMINATION IN](#)
 References [EMPLOYMENT](#)

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	REDUCTION IN STAFF
Code	po4131
Status	Second Reading
Adopted	May 25, 2016
Last Revised	January 20, 2021

4131 - **REDUCTION IN STAFF**

It is the responsibility of the Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

The Superintendent shall determine the appropriate employees for reduction considering all factors deemed important and in the best interests of the District. The following procedures will be utilized for each of the following employment categories:

Paraprofessionals

The Board may reduce staff in the best interest of the District when necessary. The District will consider the following factors: job performance, experience, abilities, skills, qualifications, and professionalism. Whenever possible, in the event of a layoff of personnel, the Board will give at least two (2) weeks' notice to the affected employee.

The District shall inform all employees (except twelve (12) month employees) in writing by June 1 whether the employee can be reasonably assured of continuing employment the following year.

Reemployment

Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

Custodians

Notice of Layoff

Whenever possible, in the event of a reduction in staff, the employer shall give at least two (2) weeks' notice to the affected employee.

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. Attrition. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.
- B. Voluntarily. Those who volunteer for layoff will be laid off first. Requests for volunteers will be sent to employees. An employee who volunteers to be laid off will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the job category are qualified to perform the remaining work.

- C. Selection for Reduction/Layoff. The District shall select the employee in the affected job category for layoff or reduction in hours. The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:
 - D. Needs of the District. Those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - E. Qualifications as Established by the Board. Including, but not limited to specific job skills, experiences, certification [if applicable], training, District evaluations, current and past assignment and practical experience in the area of need best relate to the position, etc.
 - F. Reemployment. Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

Food Service

Notice of Layoff

Whenever possible, in the event of a layoff of personnel, the Board shall give at least two (2) weeks' notice to the affected employee.

Order of Layoff

The Board shall have the right to determine the number and/or location of positions to be eliminated. Employees in eliminated positions shall have the right to replace less senior employees in unaffected positions that work equal to or less than the hours they are currently working within their pay classification or a lower pay classification if they are qualified to perform the duties and responsibilities of the unaffected position.

Employees who are replaced by other employees under this section shall have the right to replace less senior employees as provided above.

Recall

Employees shall be recalled in inverse order of layoff within their classification provided they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in her/his address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of her/his intentions regarding the recall. The employee shall report to work no later than ten (10) days thereafter (or the date requested by the District, if later). The employee shall retain rights for a period of one (1) year from the date of their layoff.

The Superintendent shall determine the appropriate employees for reduction considering all factors that he or she deems important and in the best interests of the District.

Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming the Superintendent may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances.

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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Book	Policy Manual
Section	Second Reading by Board
Title	USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF
Code	po4215
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 15, 2021

4215 - **USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term 'tobacco products retailer' means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 1/20/21

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Legal
111.321, Wis. Stats.
120.12(20), Wis. Stats.
20 U.S.C. 6081 et seq.
20 U.S.C. 7182

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po4362
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

4362 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

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

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

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

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

Notice

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

Definitions

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

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

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

School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Bullying

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

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

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

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

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

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

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

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

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

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

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

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

Boundary Invasions

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

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a 'special friend' or a 'special relationship');
- G. initiating or extending contact with students beyond the school day for personal purposes;

- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly 'touchy' with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student 'secrets' and having 'secrets' with a student;
- V. other similar activities or behavior.

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Age Harassment

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

Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Disability Harassment

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

occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Anti-Harassment Compliance Officers

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

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

~~Matt Spets~~ Jack Stoskopf, Interim Assistant Superintendent
 Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.K12.wi.us

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

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

Reports and Complaints of Harassing Conduct

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about 'unwelcome' conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

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

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

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

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

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.

- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.
 2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

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

Complaint Procedure

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

Due to the sensitivity surrounding complaints of harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

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

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

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

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

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

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

Within five (5) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

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

The investigation will include:

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

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

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

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

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

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

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

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

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

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

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

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

Privacy/Confidentiality

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

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

Directives During Investigation

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

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

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

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

Revised 4/24/19
 T.C. 6/22/20
 Revised 10/21/20
 Revised 11/17/21

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Legal 111.31, 118.195, 118.20, Wis. Stats.
 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
 29 U.S.C. 794, Rehabilitation Act of 1973
 42 U.S.C. 1983
 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1635
 National School Boards Association Inquiry and Analysis - May 2008

Cross [ag4362.01 - REPORTING THREATENING BEHAVIORS](#)
 References [4362F - Discrimination/Harassment Complaint Form](#)

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	BENEFITS
Code	po4425
Status	Second Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

4425 - **BENEFITS**

It is the Board's policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high-quality employees.

The specific design and development of employee benefit plans, including health insurance, dental, short-term and long-term disability insurance, and life insurance benefits shall be determined by the Superintendent with approval by the Board. **The Superintendent may establish an employee benefits committee.** These programs shall be reviewed no less than annually and where necessary or appropriate, the Superintendent shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options, such as self-funding insurance plans. The Superintendent shall present to the Board for its approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits shall be available in the District office and in the main offices of each school building.

The Superintendent shall also present his/her recommendations to the Board.

Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The Board retains final authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

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Legal Consolidated Omnibus Budget Reconciliation Act of 1985 Pub. L. 99-272

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po4430.01
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

4430.01 - **FAMILY & MEDICAL LEAVE OF ABSENCE ('FMLA')**

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to support staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ('FMLA') and the Wisconsin Family and Medical Leave Act ('WFMLA'). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as your rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a 'serious health condition'

The term 'child' generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

'Parent' includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

'Spouse' includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, ~~in the line of duty~~ which renders the service member medically unfit to perform the member's office, grade, rank, or rating.

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent **or designee** will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling twelve (12) month period measured backward from the date of usage for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year (January 1 to December 31) as follows:

- A a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C a total of two (2) weeks of leave due to the staff member's serious health condition.

~~Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave. See Policy 4430.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the State WFMLA shall begin on January 1 and end on December 31.~~

~~The twelve (12) month benefit period designated for the purpose of complying with the provisions of the Federal FMLA shall be a 'rolling back' twelve (12) month period measured backwards from the date an employee uses an FMLA leave. Under some circumstances, the State and Federal laws may differ. When both State and Federal laws provide for family and medical leaves, the leaves will run concurrently.~~

~~Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a **calendar year** as follows:~~

- ~~A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;~~
- ~~B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and~~
- ~~C. a total of two (2) weeks of leave due to the staff member's serious health condition.~~

~~Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA covered service is counted in determining an employee's eligibility for FMLA leave.~~

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a 'serious health condition' under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a 'serious health condition' of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); **and**
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. ~~You or your family member~~ **The staff member or the staff member's family member** must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent **or designee** with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's **own** serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as ~~a~~ **the** definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

~~Employees~~ **Staff members** must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting an FMLA leave request form via the online system.

~~See Policy 4430.~~

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent **or designee** within two (2) business days of learning of the circumstances necessitating the extension.

Certification By ~~H~~ **Healthcare Provider**

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent **or designee** within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent **or designee** as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent **or designee** will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the ~~c~~ **Certification**. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent **or designee** doubts the validity of a certification, ~~the Superintendent or designee~~ **it** may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent **or designee** may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent **or designee** to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent **or designee** will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent or designee will provide the employee with a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent or designee sufficient to enable the Superintendent or designee to determine that the leave is being taken for an FMLA-qualifying reason.

~~Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.~~

The Superintendent **or designee** will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. ~~Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.~~

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the **C**ertification.

When leave is governed only by the FMLA, the Superintendent **or designee** may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Coordinating Leaves - Substitution

~~For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.~~

~~For leave governed by the WFMLA, the staff member may elect to substitute accrued paid or unpaid leave of any other type provided by the Board for any family or medical leave in the following order:~~

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

~~A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.~~

For leave governed exclusively by the FMLA (not running concurrently with the WFMLA), the Board requires accrued Paid Time Off (PTO) and Sick Leave to be substituted. Leave is substituted for medical and certain family leave (except for family leave as indicated below) in the following order:

- ~~A. If available, Paid Time Off (PTO);~~
- ~~B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and~~
- ~~C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.~~

For leave governed exclusively by the FMLA, staff members may not substitute Sick Leave for the following family leaves:

- ~~A. For the birth of a child and to care for the newborn child;~~
- ~~B. For placement with the staff member of a child for adoption or foster care and to care for the newly placed child; or~~
- ~~C. To care for the staff member's child over the age of eighteen (18).~~

After Paid Time Off (PTO) is exhausted, leave for the family leaves indicated above would be unpaid unless staff member substitutes Vacation Leave, if available.

If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

Staff members may not substitute paid sick leave, medical, or family leave for any situation not covered by the employer's leave plan.

Any paid leave substituted for unpaid FMLA or WFMLA leave will decrease, in whole or part, the staff member's FMLA and/or WFMLA leave entitlement.

Generally, leave taken under this policy is unpaid.

For leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, ~~unpaid leave~~ Leave without Pay.

For leave governed exclusively by the FMLA, staff members cannot substitute Sick Leave to care for the staff member's child over the age of eighteen (18).

After Paid Time Off (PTO) is exhausted, leave for family leaves indicated above would be unpaid unless the staff member substitutes Vacation Leave, if available.

For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned or accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

If the staff member elects to substitute accrued paid or unpaid leave under WFMLA, leave must be substituted in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, ~~Unpaid Leave~~ Leave without Pay.

If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff

member's responsibility to make arrangements with the Superintendent **or designee** for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent **or designee** will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans with Disabilities Act of 1990. If the staff member is an 'individual with a disability' within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

~~The Superintendent shall see that the policy is posted properly.~~

The Superintendent shall provide a copy of the policy upon the request of a staff member.

Revised 8/16/17

DCE May 2023

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Legal 29 U.S.C. 2601 et. seq.
 29 C.F.R. Part 825
 103.10, Wis. Stats.
 Wis. Admin. Department of Workforce Development (DWD) 225
 National Defense Authorization Act of 2010

Cross [ag4430.01B - FMLA RECORDKEEPING REQUIREMENTS](#)
References

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Book	Policy Manual
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5200 - **ATTENDANCE**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of more than one (1) type of instructional delivery.

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

Parent Notification of Absence Required

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. absence of more than three (3) days duration;
- D. repeated unexplained absence and tardiness.

School Attendance Officer

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

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school or failed to fulfill the attendance requirements of a virtual instruction program component and whether the absence is excused.
- B. Submitting to the Superintendent, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The Superintendent shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

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

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent or Guardian

The student has been excused in writing by his/her the student's parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

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

G. High School Equivalency – Secured Facilities

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

H. Child at Risk

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

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education age sixteen (16) or seventeen (17), is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the parental permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by the Board if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible, students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

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

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

A. Quarantine

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

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

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

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Superintendent shall develop administrative guidelines to address unexcused absences.

Definitions

A. Truancy

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

B. Habitual Truant

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

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and Early Dismissal

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

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

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her the student.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law.

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

- A. procedures to be followed for notifying the parents ~~or guardians~~ of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents ~~or guardians~~;
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned;
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District;
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school;
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals;
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies;
- G. methods to involve the truant child's parent ~~or guardian~~ in dealing with and solving the child's truancy problem.

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

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

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent ~~or guardian~~ of the student's truancy and direct the parent ~~or guardian~~ to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or first class mail and a written record of this notice shall be kept. ~~The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by first class mail may be given.~~ This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent ~~or guardian~~ by registered, certified, or first-class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's ~~or guardian's~~ responsibility under State law to cause the student to attend school regularly;
- B. a statement that the parent, ~~guardian~~, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
- C. a request that the parent ~~or guardian~~ meet with the appropriate school personnel to discuss the student's truancy;

The notice shall include the name of the school personnel with whom the parent ~~or guardian~~ should meet, a date, time, and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent ~~or guardian~~, the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties under State law or local ordinances that may be imposed on the parent ~~or guardian~~ upon failure to cause the child to attend school regularly as required by State law.

~~E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113, which the parent or student may follow if they believe the student was erroneously marked truant.~~

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

Referral to the District Attorney

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

- A. met with the student's parent ~~or guardian~~ to discuss the student's truancy or attempted to meet with the student's parent ~~or guardian~~ and received no response or were refused;

- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law;
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent ~~or guardian~~, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact ~~his/her the student's~~ teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

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Revised 10/21/20

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

Cross [ag5200 - Attendance](#)
References

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	Second Reading
Adopted	May 25, 2016
Last Revised	July 5, 2022

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her the student's educational program. Medication can be administered to students during school hours or sponsored activities to promote health, prevent disease, and relieve symptoms of illness or aid in diagnosis. District staff shall administer medication in accordance with WI State Statutes. Community events or clubs not affiliated with D.C. Everest are not covered by school district staff or District policy. Arrangements for health care will be per the sponsoring organization's policy.

For purposes of this policy, 'practitioner' shall include any physician, dentist, podiatrist, optometrist, physician's assistant, and advanced practice nurse who is licensed in Wisconsin. Medication orders written by an out-of-state provider will be accepted per the discretion of the School nurse. 'Medication' shall include all FDA-approved drugs prescribed by a practitioner and any nonprescription medications. 'Administer' means the direct application of a nonprescription medication or prescription drug, whether by injection, ingestion, or other means, to the human body. 'Nonprescription or over-the-counter (OTC) medication' means any medication which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law. Non-prescription medication purchased by the school district is to be given to students with parent/guardian permission to treat minor illnesses. These OTC stock medications include ibuprofen and acetaminophen and may be taken once a day and no more than three (3) doses administered in a week for students in grades 8-12.

Prescription medication may only be administered at school-sponsored events with the written direction and consent from the parent and practitioner, provided the medication is not able to be administered at home or is for emergent use. Narcotic pain medication will not be administered at school.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. ~~Only those Nonprescription drugs that are provided by the parent may be administered if they are supplied~~ in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format. ~~may be administered.~~ Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner. Unless authorized by the district nurse, parent, and physician, students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, etc.). The provisions of this policy are to be viewed together with the Board policy on Drug Prevention, Policy 5530.

All Students wishing to use essential oils in the school must have consent from a parent, physician, and District nurse. Students must be able to self-administer.

Plug-ins, diffusers, and other scented products should not be used in school.

No CBD products will be permitted for use at school.

Medication consent forms and action plans, which authorize the administration of both prescribed medication and nonprescription drug products, shall be kept on file in the school health office, as well as a record or authorization to administer medication signed by the District nurse and the principal. Medication administration along with any errors will be documented in the electronic database.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication. In accordance with 2340F1, students in grades 8-12 may carry and self-administer prescription and nonprescription medication while on field trips. The self-carry option may be revoked if the parent/guardian, practitioner request, or the nurse deems it unsafe.

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

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

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

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation. ~~All prescription medication shall be kept in a locked storage case in the school office unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.~~

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion. Intravenous medication will not be administered by the District nurse, but the District will work with the parent to provide an alternative method of care. Medications prescribed for the purpose of controlling unexpected violent, aggressive behavior will not be administered by school District staff. This excludes daily maintenance medication prescribed for behavior management.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her/their acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. District nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The District nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall provide for District acquisition and maintenance of opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each District nurse and designated school personnel to administer them. Accordingly, the Board directs the District nursing staff, in consultation with the Superintendent, to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each District nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on-site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;

F. notes that the school and any District nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;

G. is published on the District's website or the website of each school.

Essential Oils

~~F. All students are prohibited from using essential oils at school.~~

~~F. All students wishing to use essential oils in the school must seek prior approval from administrators.~~

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T.C. 6/16/21

Revised 7/5/22

T.C. 1/31/23

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Legal 121.02 Wis. Stats.
118.29, 118.291, 118.292, 118.2925, 121.02 Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03
2009 Wisconsin Act 160

Cross [ag5330 - ADMINISTRATION OF MEDICATIONS](#)
References

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	STUDENT ACCIDENTS/ILLNESS/CONCUSSION
Code	po5340
Status	Second Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

5340 - **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the scope of the training from a nationally recognized program. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff members or volunteers who, in good faith, render emergency care to a student are immune from civil liability for their acts or omissions in rendering such emergency care. 911 may be called at the discretion of staff, if the condition of the person deteriorates and is possibly life-threatening. The administrator in charge should contact the Superintendent's office when EMS services are required.

The Superintendent may provide for an in-service program on first aid and CPR procedures.

School staff will record the incident in the student's electronic record.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330 and AG 5330.

Concussion

~~D.C. Everest Area Schools will follow the guidelines for concussion education and management as outlined in Wisconsin State Statute 118.293 effective June 1, 2012.~~

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping. ~~Our Athletic Handbooks give guidelines for concussion protocol.~~

At the beginning of the season of any athletic sport, the athletic director shall distribute a concussion and head injury information sheet to each coach and each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) their parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) sign sheet per school year in order to participate in athletics.

~~Each school year, students/parents/guardians shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year.~~

A teacher or coach shall remove a student from the class, practice, activity, or game if the teacher or coach determines the student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. The student will not be permitted to return to full participation until the student is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from the healthcare professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Parents who inform coaches or other school officials that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

X Teachers or coaches who suspect a student has been concussed shall record on the applicable form, as soon as possible, all pertinent facts concerning the incident and submit it to the _____ health office.

x] Parents shall be notified about the possible concussion and given information on concussions and the need for medical attention.

[x Coaches and physical education staff will be trained in concussion recognition and response. Specifically, training will include information on how to recognize the signs and symptoms of a concussion, how to obtain proper medical treatment in cases of suspected concussions, and return-to-play standards. Return to play is monitored by the school's athletic trainer.

~~Further, pursuant to AG5340—Student Accident/Illness/Concussion, parents/guardians who inform coaches and teachers that their child is being treated by a health care professional for a concussion must provide written clearance from that health care professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a health care professional, students who have sustained a concussion may not participate in any school-related physical activities.~~

Sudden Cardiac Arrest

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age **twelve (12)** and older and to coaches prior to participation on youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction:

- A. information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;
- B. information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and
- C. information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.

The District shall provide the information regarding sudden cardiac arrest developed by the Department of Public Instruction and the Wisconsin Interscholastic Athletics.

It is the responsibility of the D.C. Everest Athletic Director, Director of Community Services, and District Nurse to implement and review this policy annually. This policy and subsequent procedure of guidelines applies to all district WIAA sponsored events at school; as well as to all community athletic activities, organized leagues and camps for persons' age nineteen (19) years or less that utilize district facilities.

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Revised 1/15/20

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Legal 118.29, 118.293, 118.2935, Wis. Stats.

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Book	Policy Manual
Section	Second Reading by Board
Title	USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 1, 2022

5512 - **USE OF TOBACCO AND NICOTINE BY STUDENTS**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, electronic smoking or vaping devices, regardless of content **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plants, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant-derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term 'tobacco products retailer' means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 2/27/19

Revised 1/20/21

Revised 12/15/21

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Legal 111.321, Wis Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	SEARCH AND SEIZURE
Code	po5771
Status	Second Reading
Adopted	May 25, 2016
Last Revised	March 22, 2017

5771 - **SEARCH AND SEIZURE**

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school Principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually **at the discretion of the Principal** of all such storage places.

The Board directs that the searches may be conducted by the Superintendent, building principals, assistant principals, Police Liaison Officer, and others as assigned by the Superintendent.

Student Person and Possessions

The Board recognizes that the privacy of students or **his/her student** belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

The Principal or other school official may arrange for a breath test for blood alcohol to be conducted on a student whenever **s/he has they have** individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules, as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal. ~~S/He~~**The Principal** shall attempt to obtain the freely-offered, consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, ~~s/he~~**the Principal** may conduct the search without such consent. Whenever possible, a search will be conducted by an administrator and the police liaison officer in the presence of the student. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the Superintendent, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The Superintendent shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

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Legal 118.32, 118.325, 118.45 Wis. Stats.
948.50, Wis. Stats.
Wisconsin Const. Art. 1 Section 11
U.S. Constitution, 4th Amendment

Cross [ag5771 - SEARCH AND SEIZURE](#)
References

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES
Code	po7434
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 15, 2021

7434 - **USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling

chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD production, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term 'tobacco products retailer' means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

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Legal
20 U.S.C. 7182
120.12(20), Wis. Stats.
111.321, Wis. Stats.
20 U.S.C. 6081 et seq.

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Book	Policy Manual
Section	Second Reading by Board
Title	FACILITY SECURITY
Code	po7440
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 18, 2019

7440 - **FACILITY SECURITY**

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The Superintendent shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420.

The Superintendent, Building Principals and the Supervisor of Community Services, or their designee, have the authority to issue keys/badges to community groups to utilize school facilities according to the rules and regulations approved by the School Board.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the Superintendent to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to install safety monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property.

The Superintendent shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given visitor identification that shall be worn at all times while in the building.

- C. Visitors that intend to visit a classroom during the instructional day may be escorted to the classroom by either a staff member or, if age appropriate, a student from the class. School office staff may contact the classroom teacher to verify that the visitor is expected.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if any administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day.

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the school office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building principal. Any decision to permanently restrict access of a parent may only be made by the Superintendent due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the Superintendent or designee of the specific date, time and place of the person's visit to any school facility and must notify the Superintendent of **the person's** status as a registered sex offender.

Parents of students enrolled in the District must notify the Superintendent of **his/her/their** status as a registered sex offender and that **s/he/the parent** has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply, if the person will be on school grounds to vote in an election.

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Legal 120.13(35), 175.32(2), (3), 301.475, Wis. Stat.
State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

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Book	Policy Manual
Section	Second Reading by Board
Title	TECHNOLOGY
Code	po7540
Status	Second Reading
Adopted	May 24, 2017
Last Revised	January 20, 2021

7540 - TECHNOLOGY

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

Students' use of District technology resources (see definition in Bylaw 0100 - Definitions) is a privilege, not a right. Students and their parents must ~~sign and submit a Student Technology Acceptable Use and Safety form. (See also, comply with Policy 7540.03 - Student Technology Acceptable Use and Safety)~~

The Superintendent or designee shall develop, recommend for approval by the Board, and implement a written District Technology Procedure (DTP). One (1) primary purpose of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations.

~~The Superintendent or designee shall create a Technology Governance Committee (see AG 7540B) to oversee and guide the development of the DTP. The Superintendent shall appoint individuals to the Technology Governance Committee that includes representatives of all educational, administrative, and business/operational areas in the District.~~

~~The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students concerning making safe, appropriate, and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety)~~

~~The Superintendent or designee, with the Technology Governance Committee, shall review the DTP and report and recommend the approval of any changes, amendments, or revisions to the Board annually.~~

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 - Personal Communication Devices and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieve the benefits of technology and inhibits negative side affects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 - Definitions to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Staff use of District-approved social media platforms/sites shall be consistent with Policy 7544 - Use of Social Media.

Students must comply with Policy 7544 - Use of Social Media, Policy 7540.03- Student Technology Acceptable Use and Safety, and Policy 5136 - Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Staff may use District-approved social media platforms/sites in accordance with Policy 7544 - Use of Social Media and, pursuant to

Policy 7540.02 - Staff and School Officials Use of Personal Communication Devices, Staff may use web content, apps, and services for one-way communication with the District's constituents for business-related purposes. Authorized staff may use District technology resources to access and use District-approved social media platforms/sites to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of District-approved social media platforms/sites for business-related purposes is subject to Wisconsin's public records laws and, as set forth in Policy 7544 - Use of Social Media, staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 - Public Records and AG 8310A - Public Records.

Staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources or personally-owned PCDs to access and/or use social media for personal purposes.

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Legal 948.11, Wis. Stats.
947.0125, Wis. Stats.

Cross [ag7540.01 - STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY](#)
References [ag7540.02 - WEB CONTENT AND FUNCTIONALITY SPECIFICATIONS](#)

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Book	Policy Manual
Section	Second Reading by Board
Title	USE OF SOCIAL MEDIA
Code	po7544
Status	Second Reading
Adopted	November 18, 2020

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff (including District-approved volunteers), and the general public. Social media is defined in Bylaw 0100 - **Definitions**.

The Superintendent is charged with designating the District-approved social media platforms/sites, which shall be listed on the District's website.

In designating District-approved social media platforms/sites, the Superintendent shall specify which platforms/sites are appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - **Definitions**) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech. ~~OR~~

[x] Option 2

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered limited public forums. District authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The Superintendent shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members or volunteers wish to post information or announcements to a District social media platform, the staff member or volunteer may request that the Superintendent approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Staff members (including District-approved volunteers) must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

Expected Standards of Conduct on District-Approved Social Media

Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. See AG 8310A –Public Records)

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees and District-approved volunteers are permitted to use District technology resources (as defined in Bylaw 0100 - [Definitions](#)) to access social media for personal use during work hours, provided it does not interfere with the employee's/volunteer's job performance.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her the employee's/volunteer's ability to effectively perform the employee's or volunteer's his/her job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

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Legal Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)
 Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	INFORMATION SECURITY
Code	po8305
Status	Second Reading
Adopted	October 25, 2017

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third-party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District *Information Resources* (as defined in Bylaw 0100 - Definitions) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use District *Technology Resources* (as defined in Bylaw 0100 - Definitions) and *Information Resources*.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/ information retained by the District are required to certify ~~annually~~ that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify ~~annually~~ that they will comply with the information security protocols pertaining to Confidential Data/Information. ~~Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04F1) shall provide this certification.~~

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District *Technology Resources* on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Confidential Data/ Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of *Information Resources*, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retain by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or ~~As administrative guidelines~~ will be subject to disciplinary action, up to and including expulsion,

and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or ~~AGs~~ administrative guidelines may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or ~~AGs~~ administrative guidelines may be denied access to the District's *Technology Resources*.

~~The Superintendent shall conduct an annual assessment of risk related to the access to and security of the data/information collected and retained by the District, as well as the viability of the continuity of organizational operations plan developed pursuant to Policy 8300.~~

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Book	Policy Manual
Section	Second Reading by Board
Title	ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
Code	po8405
Status	Second Reading
Adopted	May 25, 2016
Last Revised	April 21, 2021

8405 - ENVIRONMENTAL HEALTH AND SAFETY PROGRAM

The Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the Superintendent to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the Superintendent will implement an IEQ Management Plan (IEQ Plan) and take appropriate measures to adhere to the requirements in the IEQ Plan.

The Superintendent designates the Director of Buildings and Grounds to serve as the District IEQ Coordinator for the District. The Director of Buildings and Grounds will carry out the responsibilities of the IEQ Plan.

~~A. The Director of Buildings and Grounds shall serve as the IEQ Coordinator for the District.~~

~~B. The following strategies shall be delineated by the IEQ Coordinator:~~

~~1. methods for communicating with parents, students, and other employees regarding any IEQ concerns and remediation plans related to such concerns;~~

~~2. a complaint procedure for IEQ concerns for parents, students, or employees; and~~

~~3. develop a schedule of inspections and routine evaluation of each school buildings' environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;~~

~~C. Develop a schedule of and standards for routine maintenance of District properties.~~

The District shall provide a copy of the ~~plan implemented~~ District's IEQ Plan to any person upon request.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.

- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and District safety committee.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and programs that are required by Federal and State law, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.
- F. Procedures for foreseeable emergencies and fire prevention.
- G. Procedures relating to recordkeeping required by State or Federal law.

PHASE-OUT/BANNED PRODUCTS

The Superintendent shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

INDOOR AIR QUALITY - MICROBIAL ABATEMENT

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold fungi and other microbial on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of a mitigation plan when, and if, problems with IAQ are identified.

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

POLLUTION CONTROL AND PREVENTION

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

USE OF FREE-FLOWING MERCURY CONTAINING PRODUCTS

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law, unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

SEE ALSO THE FOLLOWING RELATED POLICIES:

Policy 7430 - Safety Standards
Policy 8410 - School Safety and Crisis Intervention
Policy 8420 - Emergency Evacuation of Schools
Policy 8431 - Preparedness for Toxic Hazards
Policy 8431.01 - Asbestos Management
Policy 8442 - Reporting Accidents
Policy 8450 - Control of Casual-Contact Communicable Diseases
Policy 8453 - Direct Contact Communicable Diseases
Policy 8453.01 - Control of Blood-Borne Pathogens

See also DPI IEQ Plan <https://dpi.wi.gov/sfs/support/school-operations/facilities/indoor-environmental-quality-plan>.

Revised 1/15/20

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Legal Wis. Admin. Code SPS 332
 101.055 Wis. Stats.
 101.11, Wis. Stats.
 118.07, 120.12(5), 121.02(1)(i) Wis. Stats.
 29 C.F.R. Part 1910

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	EPIDEMICS AND PANDEMICS
Code	po8420.01
Status	Second Reading
Adopted	August 19, 2020

8420.01 - EPIDEMICS AND PANDEMICS

Epidemics and pandemics, although related, are different. The Centers for Disease Control and Prevention (CDC) defines an epidemic as 'an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area,' and a pandemic as 'an epidemic that has spread over several countries or continents, usually affecting a large number of people.' To address epidemics and pandemics, the Superintendent shall ~~establish an Epidemic/Pandemic Response Team ('EPRT') to develop an Epidemic/Pandemic Plan~~ **develop an Epidemic/Pandemic Plan** **readiness** in coordination with local government and law enforcement officials. ~~The EPRT may work as part of or in coordination with the Environmental Safety Committee and the plan~~ **The Epidemic/Pandemic Plan readiness may be** developed in accordance with Policy 8405 - Environmental Health and Safety Program.

District administration is granted authority to take appropriate action as required in any instance where the District's **plan readiness** is inadequate or does not cover the particular situation being addressed, and the urgency of the situation dictates the necessity for immediate decisive action.

The Epidemic/Pandemic Plan should include:

- A. a communication method for school schedule changes, busing changes, and school closures;
- B. a designee responsible for communicating with the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services and other governmental entities;
- C. an educational pandemic prevention program for staff and students;
- D. provision for the business office to maintain continuity of operations during an epidemic or pandemic;
- E. provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;
- F. procedures for preventing the spread of infectious diseases during an epidemic or pandemic, including routine cleaning of school sites;
- G. procedures for staff and student absences and extended leaves of absence due to an epidemic or pandemic;
- H. procedures for isolation and possible transportation of students and staff who become ill at school due to an epidemic or pandemic;
- I. a plan of communication regarding epidemic and pandemic status to students, parents, and staff, including any restrictions imposed on staff or students upon travel to affected areas, which may include quarantine periods if recommended by authoritative health agencies;
- J. a plan for operating the District with less staff due to an epidemic or pandemic;
- K. a designee responsible for establishing timelines within the Epidemic/Pandemic Plan and ensuring that such timelines are met and implementation of the plan occurs;
- L. other emergency procedures necessary for the District to deal with an epidemic or pandemic;
- M. a plan for determining whether to cancel any planned staff or student travel, including field trips, competitions or performances, study abroad programs, or other travel that may involve travel to affected areas.

The Epidemic/Pandemic Plan readiness should be reviewed annually by the EPRT and updated as appropriate.

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Book	Policy Manual
Section	Second Reading by Board
Title	CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES
Code	po8450
Status	Second Reading
Adopted	May 25, 2016
Last Revised	March 16, 2022

8450 - CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

The Board recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, 'casual-contact communicable disease' shall include:

- A. diphtheria,
- B. scarlet fever and other strep infections,
- C. whooping cough,
- D. mumps,
- E. measles,
- F. rubella, and
- G. others designated by the Wisconsin Department of Health Services ~~(hereinafter referred to as DHS).~~

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, a teacher, school nurse, (x) health room staff, (x) office staff or the building principal will isolate the student in the building and contact the parents/guardians and may choose to send the student home. The staff member shall notify the parent(s) of the student, the Principal, and also contact the Marathon County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Department of Health Services.

The Superintendent authorized to develop administrative guidelines for the control of communicable disease that include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the DHS.

Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;
- D. parent and/or student groups; and
- E. other resources developed for and specific to the circumstances facing the District.

Revised 4/21/21

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Legal 252.10, 252.19, 252.21, Wis. Stats.

Cross [ag8450 - MANAGEMENT OF SELECTED CASUAL-CONTACT DISEASES](#)
References

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	TRANSPORTATION
Code	po8600
Status	Second Reading
Adopted	May 25, 2016

8600 - **TRANSPORTATION**

It is the policy of the ~~School~~ Board to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

To qualify for transportation, a student must attend, or reside at or beyond the following distance by grade, or otherwise reside in a hazardous area:

- A. A.M. 4K – home pick-up and drop off
- B. Grades K-9 - more than one half (1/2) mile
- C. Grades 10-12 - more than one (1) mile
- D. Hazardous areas. Regardless of distance, students whose home is located in one of the designated hazardous areas, will be transported to and from school.

Students are expected to walk up to $\frac{3}{4}$ mile to a bus pickup point depending on grade level as shown below:

- A. Grades K-5 - one-quarter (1/4) mile
- B. Grades 6-9 - one-half (1/2) mile
- C. Grades 10-12 - three-quarters (3/4) mile

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 - **Bus Service Contracts** for the transportation of resident students between their home areas and the schools of the District to which they are assigned.

In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 - **Bus Service Contracts** shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

The Board shall approve the attendance area boundary lines designated by the governing body of all private schools receiving services from the District. The purpose of these boundary lines will be for constituting the attendance areas for transportation purposes. Attendance areas of private schools affiliated with the same religious denomination shall not overlap. No later than May 15 in each year by statute, each private school shall notify the Board of the names, grade levels and location of all students eligible to have transportation provided by the School Board and are planning to attend such private school during the forthcoming school term. The Board may extend the notification deadline.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The Board authorizes the Superintendent or designee to install and operate video and audio ~~cameras~~ surveillance on District buses to enhance student safety and well-being. ~~S/He shall establish appropriate administrative guidelines for the proper use of the cameras.~~

Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video and audio ~~[END OF OPTION]~~ surveillance on all school buses. ~~[END OF OPTION]~~

It is strongly recommended that the District provide notification to parents regarding video and audio ~~[END OF OPTION]~~ on District buses.

The District's process for signing up for transportation services shall include notice of the policies regarding student behavior and conduct expectations and regarding surveillance technology on the buses, if applicable. ~~[END OF OPTION]~~

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Legal Wis. Admin. Code Trans 300.81
120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.

Cross ag8600 School Bus Rider Rules
References

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	Second Reading by Board
Title	RELIGIOUS ACTIVITIES AND OBSERVANCES
Code	po8800
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 1, 2022

8800 - ~~RELIGIOUS AND PATRIOTIC ACTIVITIES~~ CEREMONIES AND OBSERVANCES

~~Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the worship center, if any, of the individual's choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tends to supplant activities which should be the exclusive province of individual religious groups, private organizations, or the family.~~

The Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration ~~as part of classroom instruction.~~ Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property, may make a request in accordance with Policy 7510 and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

~~The Board acknowledges that it is prohibited from adopting any~~ Students are not prohibited by this policy or any guideline promulgated pursuant to this policy, from engaging in or rule respecting or promoting an establishment of religion or ~~prohibiting any student from~~ the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate, or on an individual basis in a manner that does not disrupt the educational process.

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged.~~ Celebration activities involving non-religious decorations and the use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

~~In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day unless it is lighted appropriately.~~

~~Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.~~

~~Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and privacy of a nonparticipating student.~~

Revised 10/25/17

Revised 9/1/20

Revised 2/1/21

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Legal 29 C.F.R. 1910.1030
 118.06(2), Wis. Stats.
 20 U.S.C. 4071 et seq.

Cross [ag8800A - RELIGIOUS ACTIVITIES/CEREMONIES](#)
References [ag8800B - RELIGIOUS EXPRESSION IN THE DISTRICT](#)

Last Modified by Ellen Suckow on May 30, 2023



Book Policy Manual
 Section Second Reading by Board
 Title PATRIOTIC ACTIVITIES AND OBSERVANCES
 Code po8802
 Status Second Reading

New Policy – Vol. 32, No. 1

8802 - PATRIOTIC ACTIVITIES AND OBSERVANCES

In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student’s objections or those of the student’s parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

[x] The District may offer students and staff a Moment of Silence to commemorate a significant event that has significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the ~~District~~ **Administrator** **Superintendent's** decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity. ~~**[END OF OPTION]**~~

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Legal 118.06, Wis. Stats.

Last Modified by Ellen Suckow on May 30, 2023



Book	Policy Manual
Section	First Reading by Board
Title	PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 21, 2022

5410 - PROMOTION, PLACEMENT, AND RETENTION

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement appropriate for each student's own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Definitions

Promotion: Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy () and AG 5410 ~~[END OF OPTION]~~ and shall be moved forward to the next grade.

Placement: Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the ~~[] building administrator [] Student Intervention Team []~~ ~~[END OF OPTIONS]~~ Everest Systems of Support (ESS) Team with the concurrence of the building administrator. ~~[END OF OPTION]~~

Retention: Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the ~~[] building administrator [] Student Intervention Team~~ ~~[END OF OPTION]~~ ESS Team with the concurrence of the building administrator/principal. ~~[END OF OPTION]~~

Acceleration: Occurs when a student significantly outperforms the quality of work in one or more subjects and is promoted beyond the next grade level for those subjects or by a full grade level.

~~[] Following principles of child guidance, the Board discourages the skipping of grades.~~

A student will be promoted to the succeeding grade level when the student has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

The Superintendent shall develop administrative guidelines for promotion, placement, acceleration, and retention of students which ~~other NEOLA options:~~

ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum; require the recommendation of the relevant staff members for promotion, placement, or retention; assure that efforts are made to remediate the student's difficulties before the

student is retained;

- A. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- B. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student in collaboration with the ESS (Everest Systems of Support) Team.

Promotion from Grade 4 and Grade 8

~~DRAFTING NOTE: All Districts are required to include specific promotion criteria, as outlined below, in a Board-approved policy (see 118.33(6) Wis. Stats.)~~

Promotion from 4th to 5th grade will include consideration of the following criteria:

- ~~A. the student's score on the 4th grade examination, unless the student has been excused from taking the examination;~~
- ~~B. the student's academic performance;~~
- ~~C. recommendations of teachers, which are based solely on the student's academic performance.~~
- + [DRAFTING NOTE: Specify the student's score on the 4th grade examination, such as, If the state test scores are available by February 1, scoring Proficient on at least three (3) subtests unless the student has been excused from taking the examination];**
- + [DRAFTING NOTE: Specify the student's academic performance, such as, passing the majority of subjects];**
- + [DRAFTING NOTE: Specify when recommendations of teachers, which are based solely on the student's academic performance, may be used for promotion, such as, recommendations for promotion are required from all core teachers if criteria A and B aren't met].**
- ~~D. (-) [DRAFTING NOTE: Specify any additional academic criteria specified by the Board, such as, successful completion of summer school in identified subject(s).] [END OF OPTION]~~

A student shall be promoted from 8th to 9th grade when the student meets the following criteria:

- A. [DRAFTING NOTE: Specify the student's score on the 8th grade examination, such as, If the state test scores are available by February 1, scoring Proficient on at least three (3) subtests unless the student has been excused from taking the examination];**
- B. [DRAFTING NOTE: Specify the student's academic performance, such as, passing the majority of subjects];**
- C. [DRAFTING NOTE: Specify when recommendations of teachers, which are based solely on the student's academic performance, may be used for promotion, such as, recommendations for promotion are required from all core teachers if criteria A and B aren't met].**
- ~~D. (-) [DRAFTING NOTE: Specify any additional academic criteria specified by the Board, such as, successful completion of summer school in identified subject(s).] [END OF OPTION]~~
- ~~A. the student's score on the 8th grade examination, unless the student has been excused from taking the examination;~~
- ~~B. the student's academic performance;~~
- ~~C. recommendations of teachers, which are based solely on the student's academic performance.~~

Students that do not meet the above criteria will not be promoted to 5th or 9th grade.

Revised 4/13/22

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Legal 118.33(6), Wis. Stats.

Cross References [ag5410 - PROMOTION, PLACEMENT, AND RETENTION](#)

Last Modified by Ellen Suckow on May 11, 2023



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Section	First Reading by Board
Title	STUDENT ANTI-HARASSMENT
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5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as 'Protected Classes'), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

~~Harassment may occur student to student, student to staff, staff to student, male to female, female to male, male to male, or female to female.~~ The Board ~~will~~ requires an investigation of all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take ~~immediate~~ prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment ~~charges~~ complaints comprises part of one's duties.

Sexual Harassment covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed ~~solely~~ by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means individuals, students, and Board employees (i.e., administrators, and professional and classified staff), administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to his/her the student's person or damage to his/her the student's property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 only and not sexual harassment under Title IX, addressed in Policy 2266/(X) AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities, 'sexual harassment' is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;

- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a 'special friend' or a 'special relationship');
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;

12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly 'touchy' with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student 'secrets' and having 'secrets' with a student;
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the Superintendent.

H. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

I. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

J. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

~~It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.~~

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and/or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with

one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as 'Anti-Harassment Compliance Officers'; hereinafter referred to as the 'COs').

Employee Issues:

Sarah Trimner
 Director of Talent and Culture
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221, ext. 1225
 strimner@dce.k12.wi.us

~~Matt Spets, Jack Stoskop.~~ Interim Assistant Superintendent
 Business/Personnel Services Operations
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 ext. 1243
 mspetsjstoskopf@dce.k12.wi.us

Student Issues:

Dr. Jeff Lindell
 Assistant Superintendent of Learning
 D.C. Everest Area School District
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 Ext. 1327
 jlindell@dce.k12.wi.us

Gina Lehman
 Student Services Director
 D.C. Everest Area School District
~~1699 Schofield Ave., Suite 300~~ 6100 Alderson Street
 Schofield Weston, WI 54476
 715-359-4221 Ext. 1351
 gilehman@dce.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes ~~s/he has~~ **they have** been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.
- C. Teachers, administrators, and other school ~~officials~~ **employees** who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall ~~immediately~~ report the alleged harassment to **one of** the Compliance Officers **within two (2) days**.

- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, ~~each school's building principal shall be advised to designate~~ **the Board has designated** both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment, **and** to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about 'unwelcome' conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the **C**ompliance **O**fficer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the Superintendent. **In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for [X] the Board Attorney who has been designated to serve as the decision-maker for such complaints, or will oversee the preparation of such recommendations by a designee.** All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the Superintendent, or Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

~~Investigation and Complaint Procedure~~Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, **or the student's parent/guardian,** who believes that ~~they have~~ **student has** been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

~~Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).~~

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ('OCR') and/or ~~the Wisconsin Equal Rights Division~~ **other applicable government agency.** The Chicago Office of the OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Chicago Office
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576
TDD: 800-877-8339
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 - Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination the Compliance Officer should consult the Superintendent prior to any action being taken, except for complaints against the Superintendent, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

Generally, within ~~forty-five (45)~~ **twenty (25)** business days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress.

~~Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a Protected Class or retaliation within fifteen (15) days of receiving the formal complaint.~~

The investigation **generally** will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a ~~written~~ report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

~~In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation the CO may in consultation with the Superintendent or Board President, if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.~~

~~Absent extenuating circumstances~~ Generally, within ~~ten~~ **five (105)** days of receiving the report of the CO or designee, the Superintendent, or in the case of a complaint against the Superintendent or a Board member, the person designated to serve as the **decision-maker for the complaint** either must issue a ~~final written~~ decision regarding whether ~~or not~~ the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's ~~written final~~ decision will be delivered to both the Complainant and the Respondent. **The Superintendent may redact information from the decision consistent with applicable law. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.**

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ~~ten~~ **five (105)** days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ('DPI'), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

~~If the decision of the Superintendent is that there is no finding of harassment pursuant to this policy, the student/parent will be informed of the provisions of Policy 5517.01 — Bullying.~~

The Board reserves the right to investigate **and may request the Superintendent investigate** and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

~~The~~ **To the extent required by law or permitted by the District, the** parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or Superintendent shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Privacy/Confidentiality

The District will ~~make~~ **employ** all reasonable efforts to protect the rights of the Complainant, ~~and~~ the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. ~~The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.~~

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO or designee will instruct ~~all members of the School District community and third parties~~ **each person** who ~~are~~ **is** interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an ~~harassment~~ investigation is expected not to disclose ~~to Third Parties~~ any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the ~~District Administrator~~ Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the ~~District Administrator~~ Superintendent is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Reprisal

~~Submission of a good faith complaint or report of harassment will not affect the Complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.~~

~~The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.~~

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate. ~~will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.~~

~~This policy shall be reviewed at least annually for compliance with local, State, and Federal law.~~

~~The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.~~

~~A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.~~

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation ~~including which may include but are~~ not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; ~~and~~
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects; ~~;~~
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

The Board exercises its executive power in part by the appointment of a Superintendent for the proper operation and management of the district (po1233 - Board Powers) and the Superintendent shall enforce the Statutes of the State of Wisconsin, rules of the Department of Public Instruction, and the policies of the Board (po0132.1).

This policy describes the expectations for the District's response to reports of harassment. If, following the completion of an investigation, new concerns arise, it is recognized that this policy would be enacted for the new concerns or additional reports.

Revised 4/24/19
 Revised 9/6/19
 T.C. 6/22/20
 Revised 2/17/21
 T.C. 7/14/21
 Revised 11/17/21

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Legal

- 48.981, Wis. Stats.
- 118.13, Wis. Stats.
- P.I. 9, Wis. Admin. Code
- P.I. 41 Wis. Admin. Code
- 20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)
- 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
- 42 U.S.C. 1983
- 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
- 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
- 34 C.F.R. Part 104, Section 504 Regulations
- 34 C.F.R. Part 300, IDEA Regulations

Cross
 References

- [po5516 - STUDENT HAZING](#)
- [po5517.01 - BULLYING](#)
- [5517F1 - Student Harassment Complaint Form](#)
- [5517 F2 - Student Bullying Complaint Form](#)

Last Modified by Ellen Suckow on May 23, 2023

Retention Protocols

JUNE 2023



D.C. Everest Area

SCHOOL DISTRICT

Grounded in what we value as a District

- Great place to learn
- Great place to work
- Great community

Current protocols

- Governed by [Policy 5410](#) and [Admin Guideline \(AG\) 5410](#)
- State of Wisconsin currently requires 4th grade and 8th grade promotion protocols
- Our AG details the process school level teams take when the question of retention arises with a student
- Obligation to educate without labels when as a priority

AG expectations around retention decisions

Process driven by building-level ESS (Everest System of Supports) Team and consider the following to determine whether a retention is appropriate:

1. ESS documentation to include strengths, areas of need, and interventions implemented
2. Whether the student has a documented or suspected disability
3. Longitudinal assessments

Further considerations

4. A summary of parental communication
5. The need for additional assessments by District specialists
6. Components of the Lights' Retention Scale

Timeline

- **January 20** - Discussions should start no later than this if retention is a consideration
- **February 20** - ESS Team, led by the principal, should have a parent meeting to discuss possible retention, followed by additional meetings every 4 weeks to monitor effectiveness of interventions
- **April 30** - Recommendation of retention or promotion should occur
- **May 10** - Final decision to be made by principal with notification to parents and team
- **May 15** - Notification made to Superintendent

Scenarios in action

- **Scenario A** - Student with dyslexia
- **Scenario B** - Twice exceptional
- **Scenario C** - At-risk student
- **Scenario D** - English Learner (EL)

Putting it all together

- Every child has a story that impacts learning - our job is to determine what interventions will help overcome those challenges - if retention won't, it is a disservice to all
- We use our ESS teams and process to identify needs, determine root causes, and intervene in a way that will close achievement gaps
- Renowned researcher, John Hattie, suggests retention is the worst intervention schools could implement - we need different teaching rather than a second opportunity at the same teaching and learning experience

Questions??

Thank you



D.C. Everest Area School

District

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Gina Lehman, Director of Student Services

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent & D.C. Everest School Board

FROM: Mrs. Gina Lehman, Director of Student Services
Mrs. Lisa Braun, Everest System of Support (ESS) Coordinator

DATE: June 15, 2023

RE: Continuum of Services (including students who are at-risk of not graduating)

This memo serves as the reporting requirement of School Board policy 5461– Children At-Risk of Not Graduating from High School. Wisconsin State Statute 118.153 requires the District to submit to the School Board of Education a plan to meet the needs of students who are at-risk of not graduating. The following two documents will show:

- D.C. Everest programs and continuum of services are developed to support all students including "children of at-risk." Programs are designed to improve and expand educational opportunities based on individualized needs. These programs and our District's continuum of services provide the flexibility to receive both support and opportunities to ensure students are college, career and life ready. (Continuum of Services for all Students)
- A framework (Everest System of Supports-ESS) used to identify and support all students, including students who need additional services and intervention. (ESS Flow Charts)

We remain committed to supporting all learners in their journey toward D.C. Everest's Portrait of a Graduate.

Acronym Reference List:

b.e.s.t-behavioral emotional social traits
EL-English Learners
ESS-Everest Systems of Support
EVA-Everest Virtual Academy
SPED-Special Education



CONTINUUM OF SERVICES FOR ALL STUDENTS

(including students who are at-risk of not graduating)



Facilitated through the Everest System of Support Process

DCE Measures	PK-12	PK-5	Grades 6-7	Grades 8-9	Grades 10-12
iReady	EL	Reading Intervention	Reading Intervention	Targeted Course Selection	Targeted Course Selection
b.e.s.t.	SPED				
Bloomsights	504s/Health Plans	Math Intervention	Math Intervention	G.R.I.T. (At Risk)	V.A.L.O.R. (At Risk)
Attendance	EVA	Challenge Program	Upward (At Risk)	New Horizons	Alternative High School
Behavior	Extended Learning Time (ELT)	Student Support Teachers			
Fastbridge			New Horizons		New Horizons
Mental Health Tools	What I Need (WIN)				
Teacher Input	Summer Learning				
State Assessments	Small Group Wellness				

Tier I—Everest System of Support—D.C. Everest Area School District

This flowchart describes the progression used to monitor academic, behavioral, social, emotional needs while considering culturally-responsive practices.

Teacher has concerns about a student who:

- Is struggling to meet grade-level expectations (academic/behavioral/social/emotional).
- Far-exceeds grade-level expectations (academic).

Teacher &/or ESS team:

- Reviews multiple sources of academic &/or behavioral/social/emotional data to identify Tier I supports needed. See ESS/ Assessment Canvas course for potential supports.
- Documents strengths/interests, concerns/needs, and initial supports on ESS form in eduCLIMBER.

Teacher &/or ESS team member:

- Implements supports for about 6-8 weeks and monitors student progress.
- Differentiates instruction and behavioral approaches to meet student needs.
- Documents progress &/or support changes on ESS form in eduCLIMBER.

After 6-8 weeks, the ESS team reviews/discusses student progress.

Adequate Progress Made:

- ESS team discusses need for continued Tier I supports and documents decision on ESS form.
- If supports will continue, team continues documentation while supports continue. Team reviews progress regularly.

Adequate Progress Not Made:

- ESS team discusses need for Tier II intervention and documents decision on ESS form.
- ESS team notifies Tier II/III representative of need for collaboration.

Tier II/III—Everest System of Support—D.C. Everest Area School District

This flowchart describes the progression used to monitor academic, behavioral, social, emotional needs while considering culturally-responsive practices. Depending on implementation, many interventions fall under both Tiers. There is not a designated number of interventions to be provided at each Tier. SLD referrals need a minimum of two interventions that were progress-monitored weekly using a district-designated tool. Students who have been referred continue to receive tiered supports/interventions while referral is in progress. Students not meeting special education eligibility requirements continue to receive tiered supports/interventions.

ESS team participation is evaluated and updated to include additional members if necessary. Parent/Guardian must be informed and provided opportunity to contribute to discussion.



Prior to intervention starting, ESS team:

- Discusses and completes Tier II/III Documentation section of ESS Form
- Determines level of support and decides on an appropriate scientifically-researched or evidence-based intervention (see ESS/Assessment Canvas resource for interventions provided by classroom teachers)
- Plans and establishes roles and responsibilities of team members
- Chooses a district-designated progress-monitoring tool/establishes schedule
- Schedules mid-point review meeting



During intervention, ESS team:

- Reviews/discusses progress halfway through intervention if intervention updates parent/guardian on progress.
- Documents data review and any decisions on ESS form in eduCLIMBER
- Schedules end-of intervention review meeting



Near the end of intervention, ESS team reviews progress.



Adequate Progress Made:

- ESS team discusses need for continuing the intervention and documents decision on ESS form.
- If intervention will continue, team continues documentation while intervention continues. Team reviews progress regularly.

Adequate Progress Not Made

1st Unsuccessful Intervention: ESS Team repeats process above to identify alternative or change to intervention, implement intervention, review intervention.

2nd, 3rd, + Unsuccessful Intervention: ESS Team repeats process above to identify alternative or change to intervention, implement intervention, review intervention OR ESS Team considers referral to special education.



Book	Policy Manual
Section	7000 Property
Title	NAMING AND RENAMING SCHOOL FACILITIES AND COMMEMORATIVE DEDICATIONS
Code	po7250
Status	Active
Adopted	May 25, 2016
Last Revised	April 19, 2023

7250 - **NAMING AND RENAMING SCHOOL FACILITIES AND COMMEMORATIVE DEDICATIONS**

The Board shall be responsible for the naming and renaming of District facilities, which includes District schools; District buildings; District property; portions of such schools, buildings, and property; and non-school buildings and property over which the District exercises shared responsibility with the community. The Board reserves the right to reject any request to name or rename District facilities.

The board shall also be responsible for approving other commemorative dedications (e.g. plaques and memorials) that will be located at District facilities.

Naming and Renaming

All district facilities may be named for individuals, corporations, or foundations who have made a significant contribution to the enhancement of education generally; the District in particular; or the well-being of the District, community, state, or nation; and have demonstrated exemplary moral character. Public input may be solicited for potential names of District facilities.

The Board reserves the right to revoke the name of the District facility and rename the facility if the Board determines that extraordinary circumstances exist.

The name of the District facility may cease to exist at the Board's discretion, if the facility is transferred or conveyed from the District; closed; deconstructed; destroyed; severely damaged; significantly renovated, remodeled, upgraded, or modified; relocated; or replaced. In the event that a District facility is replaced, repaired, or modified, and the facility remains the property of the District, the Board reserves the right to restore the former name or rename the facility in accordance with this policy. If the original name is not restored, that name will be suitably commemorated in the new facility, unless the Board determines that extraordinary circumstances weigh against such commemoration.

The District will accept requests for the naming and renaming of District facilities. The Board shall only consider such requests and proposals if the requester submits a written request or proposal to the Superintendent and includes the following information in the request or proposal:

- A. The District facility for which the name is being requested;
- B. The requested name;
- C. A description of the name;
- D. A statement as to how the individual, corporation, or foundation, if applicable, made a significant contribution to the enhancement of education generally; the District in particular; or the well-being of the District, community, state, or nation;
- E. The reason that the former District facility name should be changed; and
- F. Any other information that may be of assistance in the consideration of the request.

When requests or proposals are received for the naming or renaming of District facilities, the Board may establish a Naming Committee, in accordance with Board policy 9140 – Citizens Advisory Committees, to research and present naming or renaming recommendations to the Board. The Naming Committee may solicit public or student input, the Naming Committee, if established by

the Board, shall present its findings to the Board, along with a ranked list of naming or renaming recommendations. The Board reserves the right to request additional information from the Naming Committee and to select a name other than the Committee's first choice.

School Name Enhancement

School name enhancement is the act of enhancing the name of an existing school through the addition of the descriptor in the school title. Any school name enhancements shall be brought to the Board for approval using the same procedure, as described above, that the Board uses for naming and renaming District facilities.

Naming with Financial Gain

Generally, the Board will not consider requests for proposals to name or rename a district facility or to enhance a school name to generate financial gain. However, if the Board approves such a naming, renaming, or enhancing request or proposal, the following shall apply:

- A. **Agreement:** The Board shall enter into a written agreement detailing the amount of the contribution; the schedule for pledge payments; the grounds and/or conditions upon which the agreement may be rescinded and the name revoked; and the terms set forth in E., C., and D. below.
- B. **Investment:** The district shall have all powers necessary, or in its sole discretion desirable, to carry out the purposes of the funds including the power to retain and invest the funds in the power to co-mingle funds with other gifts for investment purposes in accordance with applicable Wisconsin laws governing investments
- C. **Acknowledgment:** The gift will be acknowledged by an agreed-upon recognition. The selected name is subject to Board approval. Before and after the naming is affixed, all the donor shall make all pledge payments in accordance with the schedule set forth in the written agreement. Subject to the terms of the written agreement in this policy, the naming will last for the useful life of the facility.
- D. **Termination of Naming:** In addition to any rights and remedies available at law the Board may terminate the written agreement and all rights and benefits of the donor hereunder, including terminating the naming in the following circumstances:
 1. The donor defaults in payment of the gift/donation as provided in the written agreement;
 2. The Board determines, in good faith, that circumstances have changed such that the name chosen by the donor or the continued association with the donor would adversely impact the reputation, image, mission, or integrity of the District.

Upon any such termination of the written agreement and/or naming, the District shall have no further obligation or liability to the donor and shall not be required to return any portion of the gift already paid. The Board, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the gift already received.

Commemorative Plaques/Memorials

Events or people of outstanding significance to the school or school community, such as a school's namesake, may be commemorated by a plaque or memorial, with the approval of the Board.

DCE 2023

Last Modified by Brenna Sparger on April 28, 2023



D.C. Everest Area School District

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Gina Lehman, Director of Student Services

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent & D.C. Everest School Board
FROM: Mrs. Gina Lehman, Director of Student Services
DATE: June 12, 2023
RE: Homeless & Foster Care Summary Report

**D.C. Everest Students and Families in Transition
2022-2023 School Year**

Students Identified as Homeless: **116**
Students Identified in Out of Home/Foster Care: **51**
Total: **167 students identified as Homeless or in Out of Home Care**

School	# of Students Identified through McKinney-Vento (Homeless)	# of Students Identified in Out of Home/Foster Care
Senior High	15	8
Junior High	21	6
Middle School	10	8
Evergreen	7	4
EVA	0	1
Hatley	7	4
Mountain Bay	12	8
Riverside	1	3
Rothschild	15	0
Weston	23	6
Idea	0	0
Odyssey	0	0
4K	5	3
Total	116	51

The D.C. Everest School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies: Sarah Trimmer, Director of Talent and Culture 1699 Schofield Ave., Suite 300, Schofield, WI 54476, (715) 359-4221, ext. 1225, strimmer@dce.k12.wi.us or Matt Spets, Assistant Superintendent, 1699 Schofield Ave., Suite 300 Schofield, WI 54476, (715) 359-4221, ext. 1243, mspets@dce.k12.wi.us.

Targeted Outcomes with Students and Families Experiencing Homelessness and Students in Out of Home/Foster Care:

1. **Educational stability.** Studies indicate that students can lose up to 4-6 months of education during homelessness or transition into foster care. School Social Workers and other school staff work together with families and community partners to keep kids at the same school and learning while also supporting families to connect with local resources for longer term housing.
2. **Equitable access to educational services.** As a school community, we work to remove barriers so that students can enroll in school quickly and have the supports (i.e. free school meals, transportation, fees waivers, some enrollment requirements waived, altered schedules) needed to be successful while at school.
3. **Referral and collaboration with community services.** School Social Workers collaborate with local resources to connect students and families with services to meet their continuum of needs such as: food, clothing, financial assistance, and mental health services.

K-12 CLASS SIZE DATA

JUNE 2023



D.C. Everest Area

SCHOOL DISTRICT

Grounded in what we value as a District

- Great place to learn
- Great place to work
- Great community

Staffing process considerations

- Delivering on approved courses/opportunities for students
- Acknowledge workload considerations for staff
- Be cognizant of class size, including an effort to protect the class sizes of our youngest learners
- Secondary classes need approximately 20 in order to run a section - We know there are some anomalies
- Consider grade level and group concerns across the district
- Fiscally responsible approach that allows us to accomplish other supports

Elementary specific considerations

- Target grade level numbers

Grade level	Target class size
KG - 1st	22 students (typical cap for KG)
2nd	22-23 students
3rd - 5th	25 students

- Identify pressure points compounded by a grade level that may struggle academically, behaviorally, socially, etc.

Anticipated 23-24 District-wide elementary data

	# of sections	Student count	Average Ratio
KG	20	342	17.10
1st	20	404	20.20
2nd	20	409	20.45
3rd	19	435	22.89
4th	19	422	22.21
5th	19	432	22.74
Totals	117	2444	20.89

Secondary specific considerations

- We accept that running classes that are considered landmark experiences at lower numbers will impact the overall average
- Safety is a driving factor that may keep certain classrooms at a lower number (lab-based sciences, Foods, etc)
- We are a comprehensive high school that works to ensure students are college, career, and life ready regardless of each student's aspirations
- The skill set of students in a given class may impact the number of students we may place

Anticipated 23-24 District-wide secondary data

Average ratios

	Middle School	Junior High	Senior High
ELA	28.0	25.1	26.9
Math	28.0	23.8	24.8
Science	28.0	25.2	25.6
Social Studies	28.0	28.0	27.0
Overall	30.0	24.7	26

Questions??

Thank you



D.C. Everest Area School District

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Jeff Lindell, Ed.D.
Assistant Superintendent of Learning

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: D.C. Everest School Board

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning; Dr. Kelly Thompson, Director of Curriculum, Literacy, Assessment, EL, and EVA Principal Liaison

DATE: June 15, 2023

SUBJECT: School Modification Request: D.C. Everest Virtual Academy (EVA).

The D.C. Everest School District recommends the D.C.E. School Board resolution to dissolve the Individual School Status of the current D.C. Everest Virtual Academy (EVA).

Removal of the Individual School Status will allow the district to continue to offer students access to the EVA learning experience and a continued opportunity for partnership with CESA#9 and the Wisconsin Virtual School (WVS) to access their platform, content and additional resources and supports; however, EVA will henceforth be recognized as a program or pathway under the larger umbrella of our current elementary and secondary schools. This will allow the district to provide greater support to our students and opportunity to meet individual student and family needs.

Removal of the Individual School Status will not have any significant impact on those students currently enrolled in the program. Moreover, EVA as a program or pathway will allow for continued expansion of future hybrid learning opportunities for D.C. Everest students; an example would be a high school student enrolled in the courses currently available at D.C. Everest Senior High while simultaneously enrolled in a WVS virtual Japanese course.

Dr. Jeff Lindell, Assistant Superintendent of Learning
Dr. Kelly Thompson, Director of Curriculum, Literacy, Assessment, EL and EVA
Principal Liaison

Career Readiness

D.C. Everest School District
Our Story

Rose Matthiae, Community Partnership Coordinator
Aaron Hoffman, CTE Coordinator



Career Readiness is the Goal!



Every child graduates from high school ready for success in their career, community, and lifelong learning.

Social and Emotional Learning = Soft Skills
Digital Literacy
STEM Literacy
Global/Cultural Competence
Civic Engagement

Career Readiness Requirements

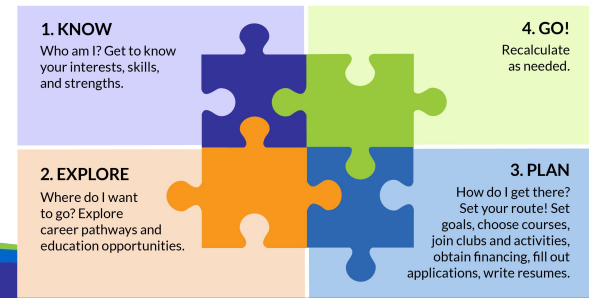
School districts are required to provide academic and career planning services to pupils enrolled in grades 6 -12 in the school district (beginning in the 2017-18 school year). The purpose of ACP services is to assist pupils with planning and preparing for opportunities after graduating from high school. These opportunities may include postsecondary education and training that leads to careers.

ACP is embedded into the E4E statute which spans elementary, middle, and high school grade levels and includes additional requirements as to how school districts must:

- Prepare elementary and secondary pupils for future employment.
- Ensure technological literacy; to promote lifelong learning.
- Promote good citizenship.
- Promote cooperation among business, industry, labor, postsecondary schools, and public schools.
- Establish a role for public schools in the economic development of Wisconsin.

Portrait of a Graduate Infrastructure

- [6-12 Academic and Career Planning](#) How we educate students through ACP Process
- Grades K-5: School Counselor driven lessons (ACP/Wellness)
- Grades 6-9: Curriculum driven lessons (FACE, Computer Skills, Today's Business, Eng.9)
- Grades 10-12: Advisory, Eng.10, Financial Lit., Workshops, Events, & Tours
- ACP Components:
 - Know: Self-Awareness (Assessments, Reflections, Extracurricular/Leadership)
 - Explore: Exploration (Career Fair, Courses, Job Shadowing, YA, Community Service)
 - Plan: Career Planning (Resume, College Visits, Reality Fair, FAFSA, Conferencing)
 - Go: Career Management Activities (Goal Setting, Advisory, Course Selections)
 - Academic Preparation (Certifications, Sequenced Pathway Courses, AP/DE Courses)



Community Partnership Options

Career Fair	Mock Interview
Committee Member	Professional Learning for Educators
Company Tour	Resume Development
Competitive Judge	School Based Enterprise
Guest Speaker/Lunch N Learn	Volunteer Time Off
Internships	Work Exploration
Job Shadow	Youth Apprenticeship
	Mentor/Coach

Youth Apprenticeship

2019-2020 (33)	2020-2021 (43)	2021-2022 (54)	2022-2023 (55)
Agriculture - 1	Agriculture - 5	Agriculture - 4	Agriculture - 3
Construction - 2	Construction - 1	Construction - 2	Construction - 3
Finance - 3	Finance - 8	Finance - 7	Finance - 5
Health - 14	Health - 9	Health - 18	Health - 15
Hospitality - 3	Hospitality - 4	Hospitality - 4	Hospitality - 9
Manufacturing - 5	Manufacturing - 9	Manufacturing - 15	Information Tech - 2
Marketing - 0	Marketing - 1	Marketing - 0	Manufacturing - 11
Transportation - 5	Transportation - 6	Transportation - 4	Transportation - 7

Industry Tours/Panels - 20% Increase

Greenheck Fan 10/7 (20)	Education Panel 1/11 (29)
NTC-Build My Future 10/12 (40)	Law Enforcement Panel 1/25 (18)
Operating Engineers 11/14 (44)	CWA 2/10 (40)
NTC-Smart Manufacturing 11/29 (20)	CareerFest 3/2 (All Sophomores 400+)
Church Mutual 12/19 (18)	Resume/Mock Interview (22)
Registered Apprenticeship 12/21 (80)	Sentry World 5/3 (49)
IT Panel 1/4 (22)	NTC-Law Enforcement Academy 6/20 (7)

Student Community Service - 5677 Hours

Popular Service Experiences among our students (9-12):

- Vacation Bible School / Church Events
- Community Raking Days
- Assisting non-profits at one-day/ fundraising events -5k, holiday events, etc.
- Blood Drive
- DCE Sports Concession/ticket sales
- DCE Sport Camp Leaders
- DCE Performing Arts Volunteer
- DCE District Volunteering (PTO events, school day helpers)
- Salvation Army Bell Ringing
- Tutoring

Other CCR Highlights

- College Workshop Series- FAFSA, Application, Essay Writing, Scholarships, Preparing for success...
- 60+ Job Shadow experiences -Vet Tech, Aviation, Physics, Counseling, Law, Education, Nursing, and many more.
- FitMoney Reality Fair supported by volunteers from the community and Business Partners
- School hosted College tours to NTC and UW-Stout and WI Education Fair
- Growth in leadership program participation- Central WI High School Leadership, Senate Scholars, Badger State, Community Foundation Philanthropy Leadership
- College and Military Representatives visit our high school *weekly* to meet with students

Historical Technical Incentive Data

	Class of 2019	Class of 2020	Class of 2021	Class of 2022	Class of 2023
Total Certs Earned	43	68	77	106	138
Unique Individuals	41	54	91	91	108
2 or more Certs	2	12	11	11	25
3 or more Certs	0	2	0	2	1
4 or more Certs	0	0	0	0	1

Career Pathway Creation and Awareness

WHAT DOES A CAREER PATHWAY IN HIGH SCHOOL LOOK LIKE?

Sequence of Career and Technical Education Courses
and AT LEAST TWO of the following options:

Option Work-based Learning

Option College Credit Opportunity

Option Industry Recognized Credential

Option Career and Technical Student Organization

For many students, the ACP process leads naturally to a career pathway.

Career Pathway Creation and Awareness



Advanced Manufacturing Career Pathway D.C. Everest Area School District



Your Academic and Career Plan (ACP) for this career pathway starts here...

Use this page to figure out which classes and activities you will take to prepare for this career pathway. Record your plan in XELLO.

Career and Technical Education Courses	<ul style="list-style-type: none"> • Wood Manufacturing 1 • Wood Manufacturing 2 DE • Wood Manufacturing 3 • Intro to Welding and Machining • Advanced Welding DE • Advanced Machining DE • DCE Enterprise 	Start creating your professional network through CAREER EXPLORATION PROGRAMS . Record your experiences in XELLO.
Other Recommended Courses	<ul style="list-style-type: none"> • Computer Aided Drafting (CAD) DE • Advanced CAD DE • STEM Robotics 	<u>State:</u> <ul style="list-style-type: none"> • State SkillsUSA Competitions
Career and Technical Student Organization	<ul style="list-style-type: none"> • SkillsUSA 	<u>Regional:</u> <ul style="list-style-type: none"> • Regional SkillsUSA Competitions • Heavy Metal Tour • CWIMA Welding and Machine Tool Contest
Work-Based Learning Options	<ul style="list-style-type: none"> • Youth Apprenticeship • Technology/Agriscience Internship 	<u>Local:</u> <ul style="list-style-type: none"> • NTC Summer Camps • NTC Welding and Woodworking competitions
Industry Recognized Credential Options <i>Italics = must be 18 years old to obtain</i>	AutoDesk Certified User	
College Credit Opportunities	College Courses Offered at Your High School	
	Transcripted Credit <ul style="list-style-type: none"> • Fundamentals of Furniture Manufacturing, NTC • Introduction to Welding, NTC • Thermal Cutting, NTC 	AP and/or IB Courses
	College Courses You Can Take at a College Campus Application Deadlines: October 1st: Spring Courses February 1st: Summer Courses (ECCP only) March 1st: Fall Courses	
	Start College Now	Early College Credit Program

Career Pathway Creation and Awareness

Wisconsin Regional Endorsed Career Pathways

- Advanced Manufacturing
 - Agriculture Food and Natural Resources
 - Architecture and Construction
 - Business Administration - Finance
 - Digital Technology
 - Education and Training
 - Health -Patient Care
- 

Career Pathway Creation and Awareness

- Posting the district pathway map on the high school(s) website
- Uploading the district pathway map to Xello
- Including the district pathway map in course selection materials
- Printing paper copies of the RCP to hang in classrooms, hallways, distribute as a hand out at career fairs etc
- Integrating the district pathway map into ACP activities (ACP conferences, ACP lessons etc)
- Training your CTE teachers to use the district pathway map as a classroom activity (lessons are being developed by DPI and will be available)
- Training your counselors to use the district pathway map as an advising tool
- Offering career-based learning experiences related to the pathway
- Highlighting the district pathway map during an informational session on the pathway for students and families
- Highlighting stories of student and employer participation in the pathway via social media

Student Stories

Jackson

Anthony

Kasey



CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS PRESENTED TO

Jackson Knispel

for successfully fulfilling the requirements for
Auto Collision Fundamentals



Join us for a night of food, friends, family
& fun to support your local school



grow with **career CONNECTIONS** **CP CARPENTERS TRAINING INSTITUTE**

CAREER READY DAY ONE

Signing Day

Previous Year College & Career Readiness Goals

- **Parent Engagement**
 - **Highlights on College & Career Readiness in High School Newsletter**
 - **Website Updates to Portrait of a Graduate**
 - **Social Media Updates**
- **Increased Access for Students**
 - **First two weeks of school - Orientation to Advisory, Relationships, Canvas Tools, etc.**

Future Goals

Leadership and Culture

✓ ACP Team that meets on a regular basis with substantive agendas and assigned project manager or leader.

*High School Team will include Building Leadership Team to increase consistency and buy in among staff.

Future Goals Family Engagement

✓ Parents and guardians are knowledgeable about ACP as a concept and as a district policy.

*Enhanced Student Dashboard with Parent Access.

Thank You!

raises customers certification balance experience communication
adapting learning decisions knowledge service pathways problem-solving
career college teaching change shadowing community osha
pride teamwork calling
teamwork safety
certification job
connections passion
choices
helping



D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

Dr. Michael J. Raether, Principal

Dr. Todd J. Bohm, Assistant Principal

Mrs. Dallas Rennie, Assistant Principal

Mr. William Franklin, Dean of Students

Mr. Michael Mathies, Athletic Director

To: D.C. Everest School Board

From: Mike Mathies, Athletic Director

Date: June 2, 2023

Re: Boys and Girls La Crosse - WIAA Sports for 2023-24 School Year

Late last fall, the WIAA agreed to add La Crosse as a WIAA sanctioned sport beginning the 2023-24 school year. For the last 7 years, La Crosse has been a club sport here at Everest, and we are interested in being included under the WIAA for next school year.

Right now, our budget for this school year included transportation for our teams, a \$500 equipment budget and payment to two coaches under the club coach criteria for the district.

We currently also have a co-op for Girls La Crosse with the Wausau schools as none of the schools can independently field a team.

For the boys, we have been on our own and over the last 7 years we have been able to field a Varsity squad and occasionally a JV team. For next year we would also like to co-op with Wausau for the boys while the sport gets more popular. We hope over the next two years the sport will continue to grow and by the 25-26 school year, our boys program will be independent of the co-op.

The co-op also allows for shared expenses between the three schools, Wausau West, Wausau East and D.C. Everest.

I am requesting that La Crosse be identified as a co-op WIAA sport for both boys and girls at D.C. Everest during the 2023-24 school year with Wausau East and Wausau West, more specifically the Spring 2024 season.

Thank you

thank you VERY, VERY much!



Dear DCE Admin & School Board,

Thank you for the wonderful recognition event! It was a truly special night with the students showcasing their musical and culinary talents! The celebration brought my career full circle.

The gift of Chamber bucks is much appreciated. My husband and I will use it for a celebration dinner.

It was such a surprise to receive the DCE Evergreen laser cut and personalized with NOVAK! That artistic piece will be a reminder of my amazing years working at Hatley and Riverside with so many fantastic children, staff and families. My own DCE family will always cherish it!

Of course there was still more! I couldn't believe a **HAPPY RETIREMENT** sign was in front of school! I am

H-Evergreen!
My family was grateful to be able to attend the celebration along with my coworkers! It was so memorable!



A very special thank-you,
as warm as it can be,
To express appreciation
to you — from grateful me!

Thanks for always
supporting teachers,
students and families
educational journey.

Marey Novak

D.C. Everest School District
School Board,

I want to thank you for the
retirement celebration and gift!
I have so enjoyed my time working
for DCE! It has been an amazing
place to work. Thank you again,

Best Wishes -
Pete Taber

Dear D.C. Everest School District,

Thank you for the years of service gift and making me feel valued as a member of this school district. It was a delightful surprise.

Thank you for thirty years!
Jodi Peterson

DCE School Board Members,

Thank you so much for the generous scholarship I received at the May meeting. I truly found it fun and exciting to get to be present and involved in some of the most influential decisions made for our community. Your welcoming smiles and undivided attention to hear a student's perspective each month shows how deeply you care for our district. The scholarship money I earned will go towards my studies at St. Olaf College - hopefully with some opportunities in student government + political activism. Thank you again ♡ Emily Jacobs