

**SCHOOL BOARD OF ARCADIA
REGULAR BOARD MEETING
MONDAY, OCTOBER 26, 2026
15 Minutes after the Conclusion of the Annual Meeting
ARCADIA HIGH SCHOOL
ROOM 219
756 RAIDER DRIVE, ARCADIA, WI
608-323-3315**

- I. Call to Order and Verification of Compliance with the Open Meeting Law
- II. Roll Call/Approve Agenda
- III. Pledge of Allegiance
- IV. Citizen Comments (Per Policy 0167.3) - Comments may be made on any agenda item with the exception of closed session agenda items; Comments shall be limited to no more than 4 minutes per speaker; Speakers shall be recognized by the presiding officer; Speakers shall preface their comments by stating their name; Comments may be terminated by the presiding officer if they are too lengthy, abusive, obscene, are not directly related to an agenda item, or are related to a closed session item.)
- V. Recognition
 - A. Ramona English Trust
- VI. Updates/Discussion
 - A. Continued Discussion on the [EL and VALLE programming](#)
 - B. TVC Governing Board Update
 - C. NEOLA Policies Special Update- Nondiscrimination - May 2026: 1461 & 3161 and 4161-Unrequested Leaves of Absence/Fitness for Duty, 2411-Guidance and Counseling, 2414-Human Growth and Development, 2421-Career and Technical Education Program, 3161, 5516-Student Hazing, 5517-Student Anti-Harassment, 5517-01-Bullying, 5730-Equal Access for Nondistrict-Sponsored Student Clubs and Activities, 2260.01 & 8913-Section 504/ADA Prohibition Against Disability Discrimination in Employment.
 - D. NEOLA Policies Vol 35, No. 2 Technical Corrections: 1460 and 3160-Pre-employment Physical Examination, 2131.01-Reading Instructional Goals, Assessment, and Interventions.
- VII. Matters Reserved for Board Action
 - A. Consideration of snowplow bids
 - B. Adopt resolution for the 2026-2027 budget
 - C. [New courses for 2027-28](#) Board approval
 - D. Approve the [2026-29 School District Library Plan](#)
- VIII. Consent Agenda
 - A. Minutes of the September 21, 2026, regular meeting (open session) and the minutes of the October 5, 2026, special meeting (open and closed sessions)
 - B. Approve fire drill summaries for the [Middle/High Schools](#) and the [Elementary School](#).
 - C. Approve revised Maintenance worker job description.
 - D. Approve the first reading of NEOLA policies Special Update - Nondiscrimination - May 2026: 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities, **REPLACEMENT:** 1422 & 2260-Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, 3122 & 4122-Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment, **RESCIND:** 1422.02 & 3122.02 & 4122.02-Nondiscrimination Based on Genetic Information of the Employee, 1662 & 3362 & 4362-Employee Anti-Harassment,

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, or to request this service, please contact Lori Frerk, Superintendent, 730 Raider Dr., Suite 3150, Arcadia, WI 54612 or call 608-323-3315, option 4.

Notice of this meeting is to be publicly posted at the First National Bank and Trust, Waumandee State Bank, Arcadia Post Office, Dodge Post Office, at the elementary and high school, the district office and on the district website on **October 23, 2026**.

- E. Approve second reading on NEOLA policies: Volume 35 No 2 - July 2026: 2210-Curriculum Development, 2430-District-Sponsored Clubs and Activities, 2461-Recording of IEP Meetings, 2510-Adoption of Textbooks/Primary Curricular Resources, 2521-Selection of Supplemental Instructional Materials/Curricular Resources and Equipment, 2623-Student Assessment and Grading, 3242-Professional Growth Requirements, 5310-Health Services, 5511-Dress and Appearance, 6325-Procurement-Federal Grants/Funds, 7440.03- Small Unmanned Aircraft Systems (Drones), 8325-Receipt of Legal Documents by District Employees, 8410-Crisis Intervention, 8500-Food Services, 8510 Wellness, 8531- Free and Reduced-Price Meals, 8600-Transportation, NEW Policies: 3130-Assignment and Transfer, 5136.01-Other Personal Electronic Devices.
 - F. Approve the Second Reading of NEOLA Policies Vol. 35, No. 2 - Artificial Intelligence (AI) - July 2026: 5136-Personal Communication Devices, 5505-Academic Honesty, 7540.03-Student Technology Acceptable Use and Safety, 7540.04-Staff Technology Acceptable Use and Safety, 8310-Public Records, 8315-Preservation of Records and Litigation Holds Information Management, 8330-Student Records, 8330.01-Unauthorized Acquisition of Student Personal Information, NEW: 7540-Technology
 - G. Approve first reading of NEOLA policy- 2522-Library Media Centers
 - H. Approve [Education for Employment \(E4E\) Plan](#)
 - I. Approve 2026-27 Emergency Management Plan
 - J. Approve and file the treasurer's report and payment of vouchers totaling \$1,133,743.79, including computer check numbers 1194-1374.
- IX. Adjourn

Upcoming Board Events/Meetings

November 11 - 9:30 am - Veterans Day Program

November 16 - Regular Monthly Board Meeting

December 14- Regular Monthly Board Meeting - DATE CHANGE

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**MINUTES OF BOARD OF EDUCATION
SCHOOL DISTRICT OF ARCADIA
REGULAR BOARD MEETING
SEPTEMBER 21, 2026**

A regular meeting of the Board of Education of the School District of Arcadia was held in room 219 at the high school, in the City of Arcadia, County of Trempealeau, Wisconsin, on Monday, September 21, 2026. The meeting was called to order at 6:00 p.m. by Board Vice President Tonya Rebhahn. Board members present were Brian Steinlicht, Tonya Rebhahn, Gary A. Pronschinske, Vickie Kreibich, and Vicente Moreno. Also present were Lori Frerk, Dana Hoesley, Kim Severson, Thurston Schuster, Hannah Mead, Kara Bradley, and Lucas Riley from TCT.

Vice President Tonya Rebhahn announced the verification and compliance with the open meeting law.

A motion was made by Gary A. Pronschinske and seconded by Vicente Moreno to amend and approve the agenda. Motion carried 5-0.

Vice President Tonya Rebhahn led the Pledge of Allegiance.

Kim Severson, ML Teacher, spoke during citizens' comments

Kim Severson left at 6:10 p.m.

Hannah Mead, HS Math Teacher, spoke during citizens' comments.

Thurston Schuster, Athletic Director, reported that the district received the WIAA Award of Excellence last week. The district was one of 25 in the state to receive the award.

Thurston Schuster announced that high school student Owen Anderson was selected as one of 28 members of the WIAA Student Advisory Board and one of 16 members of the National Student Advisory Board.

Kara Bradley, TVC 2.0 Youth Apprentice Coordinator, updated the board on the program.

Kara Bradley left at 6:34 p.m.

Lori Frerk and the board continued their discussion regarding EL and VALLE programming. A motion was made by Brian Steinlicht and seconded by Tonya Rebhahn to change the standing rule to allow public comments outside the public comment section, specifically pertaining to EL and VALLE programming. Motion carried 5-0. Hanna Mead explained how she uses multilingual educational tools in all her classes.

Lori gave an update on the financial outlook for the year.

Dana Conrad and Tonya Rebhahn will attend the 2027 School Board Convention in January.

Lori Frerk updated the group on the superintendent's Trempealeau Valley Co-op 2.0 meeting. They will meet again on October 1, 2026.

The NEOLA policies Volume 35, No. 2 technical corrections were given to the board.

A motion was made by Gary A. Pronschinske and seconded by Vicente Moreno to approve the Early College Credit program and Start College Now course enrollments. Motion carried 5-0.

A motion was made by Vickie Kreibich and seconded by Brian Steinlicht to approve the 2027-28 calendar waiver application. Motion carried 5-0.

A motion was made by Gary A. Pronschinske and seconded by Vicente Moreno to approve the application for Procurement Cards (Pcards). Motion carried 5-0.

A motion was made by Gary A. Pronschinske and seconded by Vickie Kreibich to approve a girls' golf co-op with Cochrane Fountain City. Motion carried 5-0.

A motion was made by Brian Steinlicht and seconded by Tonya Rebhahn to approve the consent agenda with the corrections made to item D to update policies to have language changed to read parents/gaurdians in all appropriate places:

- A. Minutes of the August 17, 2026, regular meeting (open and closed sessions) and the minutes of the August 27, 2026, board retreat (open session) and the minutes of the September 16, 2026, special meeting (open and closed sessions),
- B. Approve Fire Drill Summaries for Elementary, Middle, and High Schools
- C. Approve the [Seclusion / Restraint](#) Report
- D. Approve first reading on NEOLA policy: Volume 35 No 2 - July 2026: 2210-Curriculum Development, 2430-District-Sponsored Clubs and Activities, 2461-Recording of IEP Meetings, 2510-Adoption of Textbooks/Primary Curricular Resources, 2521-Selection of Supplemental Instructional Materials/Curricular Resources and Equipment, 2623-Student Assessment and Grading, 3242-Professional Growth Requirements, 5310-Health Services, 5511-Dress and Appearance, 6325-Procurement-Federal Grants/Funds, 7440.03- Small Unmanned Aircraft Systems (Drones), 8325-Receipt of Legal Documents by District Employees, 8410-Crisis Intervention, 8500-Food Services, 8510 Wellness, 8531- Free and Reduced-Price Meals, 8600-Transportation, NEW Policies: 3130-Assignment and Transfer, 5136.01-Other Personal Electronic Devices.
- E. Approve the First Reading of NEOLA Policies Vol. 35, No. 2 - Artificial Intelligence (AI) - July 2026: 5136-Personal Communication Devices, 5505-Academic Honesty, 7540.03-Student Technology Acceptable Use and Safety, 7540.04-Staff Technology Acceptable Use and Safety, 8310-Public Records, 8315-Preservation of Records and Litigation Holds Information Management, 8330-Student Records, 8330.01-Unauthorized Acquisition of Student Personal Information, NEW: 7540-Technology
- F. Approve the Second Reading of NEOLA Policies: 6235 Fund Balance
- G. Approve and file the treasurer's report and payment of vouchers totaling \$1,432, 708.73, including computer check numbers 1012-1193.

Motion carried 5-0.

Thurston left at 7:25 p.m.

A motion was made by Vicente Moreno and seconded by Vickie Kreibich to adjourn at 7:33 p.m. Motion carried 5-0.

Brian Steinlicht, Clerk

ARCADIA SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Maintenance Worker

Department: Building & Grounds

Reports To: Building and Grounds Supervisor

Approved By: Board of Education

Date:

Original Approval Date: January 14, 2014

POSITION SUMMARY

The Maintenance Worker is responsible for the routine, preventative, and corrective maintenance of District buildings, grounds, equipment, mechanical systems, and facilities. The position performs assigned maintenance and repair work, identifies safety and maintenance concerns, responds to work orders, and assists in maintaining safe, functional, and well-maintained District facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform routine, preventative, and corrective maintenance and repairs on District buildings, grounds, equipment, fixtures, and mechanical systems.
2. Inspect, maintain, repair, and replace building components and equipment, including doors, windows, locks, hardware, filters, belts, bearings, plumbing, electrical components, and other systems within the scope of the position.
3. Monitor boilers, HVAC, air-handling, and other mechanical systems; perform assigned maintenance and report deficiencies or required repairs.
4. Assist with building renovations and remodeling, including drywall, plaster, painting, concrete, caulking, tuck-pointing, welding, roofing, and other construction-related projects.
5. Perform general grounds and exterior maintenance, including mowing, snow removal, cleanup, material handling, and operation of District vehicles and power equipment.
6. Pull and install electrical, technology, and communication cable and install equipment as directed.
7. Identify maintenance needs and submit or initiate work orders when repairs require specialized or licensed personnel.
8. Receive, inspect, organize, store, and maintain District supplies, tools, equipment, and materials; purchase small maintenance items when authorized.
9. Maintain accurate records of preventative maintenance, inspections, repairs, work orders, and other assigned activities.

10. Assist or fill in for custodial and groundskeeping staff when directed or operationally necessary.
11. Maintain buildings and grounds in a safe, clean, orderly, and functional condition and promptly report hazards, unsafe conditions, or equipment concerns.
12. Follow all applicable laws, building codes, safety requirements, District policies, procedures, and manufacturer instructions; use required safety and personal protective equipment.
13. Maintain required training and certifications and attend training or workshops as directed.
14. Perform duties in a timely, dependable, and professional manner; communicate effectively with supervisors, coworkers, contractors, vendors, students, and the public.
15. Maintain appropriate confidentiality and protect District property and information.
16. Properly display, maintain, and care for the United States flag in accordance with District direction.
17. Perform other duties as assigned by the Superintendent, Building & Grounds Supervisor, or designee.

SUPERVISORY RESPONSIBILITIES

May provide assistance or direction to other employees or contractors when specifically assigned.

QUALIFICATIONS

- High school diploma or GED required.
- Previous maintenance, construction, mechanical, electrical, plumbing, grounds, or related experience preferred.
- Valid driver's license required.
- Ability to read and follow technical instructions, safety procedures, work orders, and equipment manuals.
- Ability to troubleshoot problems, make sound decisions, work independently, and know when to seek assistance or specialized services.
- Ability to use basic computer technology, email, mobile devices, and work-order or maintenance systems.
- Ability to communicate and work effectively and professionally with District employees, students, contractors, vendors, and the public.
- Ability to maintain confidentiality and follow District policies and procedures.

PHYSICAL REQUIREMENTS

The employee must be able to perform the physical requirements necessary to complete the essential functions of the position, including standing, walking, bending, kneeling, crouching, reaching, climbing, lifting, carrying, and operating tools and equipment. The position may

require working on hard surfaces for extended periods and in varying indoor and outdoor temperatures and conditions.

Employees must use safe lifting and material-handling practices, including mechanical assistance or a two-person lift when appropriate. Reasonable accommodations may be made for qualified individuals with disabilities.

WORK ENVIRONMENT

Work is performed in a variety of indoor and outdoor environments and may involve exposure to noise, dust, weather conditions, machinery, chemicals, mechanical equipment, and other typical building and grounds maintenance conditions. The employee is expected to follow all applicable safety procedures and use required protective equipment.

DISCLAIMER

This job description describes the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. Additional duties may be assigned by the Superintendent, Building & Grounds Director, or designee based on District needs.

ARCADIA, SCHOOL DISTRICT OF

Draft - Policy Manual

Vol. 35, No. 2 - Special Update - Nondiscrimination

11 policies

October 5, 2026

Table of Contents

po1422	Vol. 35, No. 2 - Special Update - Nondiscrimination - July 2026 WI Replacement NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT
po1422.02	Special Update - Nondiscrimination - July 2026 Rescind NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
po1662	Special Update - Nondiscrimination - July 2026 Rescind EMPLOYEE ANTI-HARASSMENT
po2260	Special Update - Nondiscrimination - July 2026 Revised NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
po2266	Special Update - Nondiscrimination - July 2026 Revised NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
po3122	Vol. 35, No. 2 - Special Update - Nondiscrimination - July 2026 WI Replacement NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT
po3122.02	Special Update - Nondiscrimination - July 2026 Rescind NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
po3362	Special Update - Nondiscrimination - July 2026 Rescind EMPLOYEE ANTI-HARASSMENT
po4122	Vol. 35, No. 2 - Special Update - Nondiscrimination - July 2026 WI Replacement NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT
po4122.02	Special Update - Nondiscrimination - July 2026 Rescind NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
po4362	Special Update - Nondiscrimination - July 2026 Rescind EMPLOYEE ANTI-HARASSMENT

VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po1422

Vol. 35, No. 2 - Special Update - Nondiscrimination - July 2026 WI Replacement NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

ADOPTED Mar 15, 2013 · REVISED Jul 1, 2019

Replacement Policy - Vol. 35, No. 2 - Special Update - Nondiscrimination

1422 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

[DRAFTING NOTE: Wisconsin and Federal law applicable to Wisconsin includes the concepts of gender identity and gender stereotypes/nonconformance within the definition of "sex". Whether the language is included expressly in policy or not, Districts are still required to investigate complaints alleging discriminatory treatment on the basis of gender identity and to remedy violations.]

The Board does not discriminate on the basis of race, color, national origin, age, sex (→ (including gender status, change of sex, sexual orientation, or gender identity) [END-OF-OPTION], 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.

The Board is committed to providing a work environment that is free from Prohibited Conduct, responding promptly and effectively when it has knowledge of conduct that reasonably may constitute Prohibited Conduct, and addressing Prohibited Conduct in its education programs or activities. This commitment applies to all District operations and this policy applies to Prohibited Conduct occurring within or as a part of the District's education programs and activities, whether on school property or at another location during an activity sponsored by the Board.

Persons who commit Prohibited Conduct are subject to the full range of disciplinary sanctions outlined in 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.

Bullying means: any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an employee, supervisor, manager, or other member of the District staff, that is sufficiently severe or pervasive to create an intimidating, hostile, or offensive work environment; or unreasonably interfere with the individual's work performance or participation. It may involve: (a) threats; (b) intimidation; (c) stalking; (d) cyberstalking; (e) cyberbullying; (f) physical violence; (g) theft; (h) sexual, religious, or racial harassment; (i) public humiliation; or (j) destruction of property. Bullying rises to the level of unlawful harassment when the conduct is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal and/or State civil rights laws and is severe or pervasive enough to alter the conditions of employment or create a hostile environment.

Ordinary teasing, horseplay, arguments, and peer conflict do not constitute bullying for purposes of this policy.

Complainant means: an employee who is alleged to have been subjected to conduct that could constitute Prohibited Conduct; or a person, other than an employee, who is alleged to have been subjected to conduct that could constitute Prohibited Conduct and who was participating or attempting to participate in the District's education programs or activities at the time of the alleged Prohibited Conduct.

Complaint means: an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Prohibited Conduct.

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

Disciplinary sanctions means: consequences imposed on a respondent following a determination that the respondent engaged in Prohibited Conduct.

Education programs or activities refer to: all the District's operations including, but not limited to, in-person and online/remote educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all programs and activities operated by the Board 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 but over which the District asserts disciplinary authority (e.g., at off-campus activities sponsored by the Board).

Exculpatory evidence means: evidence that is favorable to a respondent because it helps excuse, justify, or absolve a respondent of alleged wrongdoing and tends to establish that a respondent did not engage in Prohibited Conduct.

Genetic information means: information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

Harassment means: any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an employee that (a) places the employee in reasonable fear of harm to their person or damage to their property; (b) has the effect of substantially interfering with the employee's work performance; or (c) has the effect of substantially disrupting the orderly operation of a school. Each of the following types of harassment involves unwelcome physical, verbal, or nonverbal conduct that is based upon an individual's protected characteristic(s) and has the purpose or effect of interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

A. **Age Harassment** means: harassment based on negative perceptions about older workers. It also includes harassment based on stereotypes about older workers, even if they are not motivated by animus, such as pressuring an older employee to transfer to a job that is less technology-focused because of the perception that older workers are not well-suited to such work or encouraging an older employee to retire.

- B. **Disability Harassment** means: harassment based upon a person's disability and includes harassment based upon stereotypes about individuals with disabilities in general or about an individual's particular disability. It also includes harassment based on traits or characteristics linked to an individual's disability, such as how the person speaks, looks, or moves. For example, negative comments about an individual's speech patterns, movement, physical impairments, or defects/appearances, or the like. Disability-based harassment includes: (a) harassment because an individual requests or receives reasonable accommodation; (b) harassment because an individual is regarded as having an impairment, even if the individual does not have an actual disability, or a record of disability; (c) harassment because an individual has a record of a disability, even if the individual currently does not have a disability; and (d) harassment based on the disability of an individual with whom the employee is associated. Finally, disability-based harassment may occur where conduct is directed at or pertains to a person's genetic information.
- C. **National Origin/Ancestry Harassment** means: harassment due to a person's (or their ancestor's) place of origin. Such harassing conduct can include ethnic slurs or epithets, derogatory comments about individuals of a particular nationality, and use of stereotypes about a person's national origin. Additionally, it can include harassment regarding traits or characteristics linked to an individual's national origin, such as physical characteristics, ethnic or cultural characteristics or customs (e.g., surnames, attire, or diet), or linguistic characteristics (e.g., a person's manner of speaking, non-English language accent, or a lack of fluency in English).
- D. **Race/Color Harassment** means: unwelcome physical, verbal, or nonverbal conduct that is based upon an individual's race or color and has the purpose or effect of interfering with the individual's work performance; or creating an intimidating, hostile, or offensive work 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 relative to racial customs.
- E. **Religious (Creed) Harassment** means: harassment based on a person's surname, religion (including atheism or lack of religious belief), religious traditions and practices, or religious dress/clothing, and includes making offensive comments about the same. It also includes religious slurs or epithets, harassing conduct based on religious stereotypes, and harassment associated with a person's request for and/or receipt of religious accommodation. Religious harassment also involves explicitly or implicitly coercing an employee to engage in religious practices at work.
- F. **Sexual Harassment** means (for purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964): unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment; (b) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of interfering with the individual's work performance; or creating an intimidating, hostile, or offensive working environment. Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.
1. Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.
 2. 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. Conduct of a sexualized nature, such as unwanted conduct expressing sexual attraction or involving sexual activity (e.g., unwanted sexual propositions, invitations, solicitations, and flirtations; unwanted physical and/or sexual contact, including unwelcome and inappropriate touching, patting, or pinching   ; and obscene gestures - **[END-OF-OPTION]** ;
 - b. Sexual attention or sexual coercion, such as demands or pressure for sexual favors (e.g., threats or insinuations that a person's employment, wages, or other conditions of employment may be adversely affected by not submitting to sexual advances; giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin).

- c. Rape, sexual assault, or other acts of sexual violence.
- d. Discussing or displaying visual depictions of sex acts or sexual remarks (e.g., unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts, etc.; sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature placed in the work environment; asking or telling about sexual fantasies, sexual preferences, or sexual activities; speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history).
- e. A consensual sexual relationship 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.
- f. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- g. Non-sexual conduct based on sex, such as sex-based epithets; sexist comments (such as remarks that women do not belong in management or that men do not belong in the nursing profession); or facially sex-neutral offensive conduct motivated by sex (such as bullying directed toward employees of one sex).
- h. Harassment based on pregnancy, childbirth, or related medical condition, which may include issues pertaining to lactation, using or not using contraception, or deciding whether to have, or not to have, an abortion.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be objectively offensive (a reasonable person would find it hostile or abusive), subjectively offensive (the complainant actually perceived it as abusive), and either sufficiently severe (a single extremely serious incident) or pervasive (a pattern of behavior), such that it adversely affects, limits, or denies an individual's employment, or creates a hostile or abusive employment environment.

Inculpatory evidence means: evidence that links a respondent to alleged wrongdoing and tends to establish a respondent engaged in Prohibited Conduct (i.e., has culpability).

Military status means: 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.

Party means: a complainant or respondent.

Pregnancy, childbirth, or related medical conditions means:

- A. "Pregnancy" and "childbirth" refer to the pregnancy or childbirth of a specific employee and include, but are not limited to, current pregnancy; past pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).
- B. "Related medical conditions" are medical conditions relating to the pregnancy or childbirth of a specific employee, and may include termination of pregnancy, including via miscarriage, stillbirth, or abortion; ectopic pregnancy; preterm labor; pelvic prolapse; nerve injuries; cesarean or perineal wound infection; maternal cardiometabolic disease; gestational diabetes; preeclampsia; HELLP (hemolysis, elevated liver enzymes and low platelets) syndrome; hyperemesis gravidarum; anemia; endometriosis; sciatica; lumbar lordosis; carpal tunnel syndrome; chronic migraines; dehydration; hemorrhoids; nausea or vomiting; edema of the legs, ankles, feet, or

fingers; high blood pressure; infection; antenatal (during pregnancy) anxiety, depression, or psychosis; postpartum depression, anxiety, or psychosis; frequent urination; incontinence; loss of balance; vision changes; varicose veins; changes in hormone levels; vaginal bleeding; menstruation; and lactation and conditions related to lactation, such as low milk supply, engorgement, plugged ducts, mastitis, or fungal infections. The preceding list of related medical conditions is not exhaustive.

Prohibited Conduct means: unlawful discrimination or harassment based on a person's Protected Class(es) or retaliation. Such misconduct involves a violation of Federal and/or State civil rights laws.

Respondent means: a person who is alleged to have engaged in Prohibited Conduct.

Retaliation means: intimidation, threats, coercion, or discrimination against any person by the District, a student, a Board employee, or any other person authorized by the Board to provide aid, benefit, or service under the District's education programs or activities, for the purpose of interfering with any right or privilege secured by Federal or State law, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under applicable Federal or State laws or regulations.

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

Third Parties means: 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 School District community at school-related events/activities (whether on or off District property).

Pregnancy, Childbirth, and Related Medical Conditions

The Board will not discriminate against an employee based on the person's current pregnancy, potential or intent to become pregnant, past pregnancy, or medical condition related to pregnancy or childbirth, or because the person uses birth control, or has had or not had an abortion.

Additionally, the Board will provide a reasonable accommodation to an employee's known limitation related to pregnancy, childbirth, or a related medical condition, unless the accommodation will cause the District undue hardship.

The Board will treat pregnancy, childbirth, and related medical conditions as any other temporary medical conditions for all job-related purposes, including commencement, duration, and extensions of leave; accrual of seniority and any other benefit or service; reinstatement; and under any fringe benefit offered to employees by virtue of employment.

The Board will provide reasonable break time for an employee to express breast milk while at work for the first year after the employee's child's birth. The Board will provide the employee with a space, other than a bathroom, that is clean, shielded from view, free from intrusion from coworkers and the public, and which the employee can use as needed to express breast milk. See Board Policy 6700 – Fair Labor Standards Act.

Nondiscrimination Based on Employee's Genetic Information

The Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information.

Harassment of a person because of the individual's genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

District Compliance Officer(s)

[DRAFTING NOTES:

1. Neola suggests the Board appoint both a male and a female to serve as the District Compliance Officers. By appointing two (2) District Compliance Officers, there should always be a District Compliance Officer available to address a claim that pertains to the other District Compliance Officer. If, however, the Board appoints more than one (1) District Compliance Officer, Neola recommends that it designate one (1) of the District Compliance Officers to retain ultimate oversight over the assigned responsibilities and ensure the Board's consistent compliance with its responsibilities under applicable Federal and State laws that prohibit unlawful discrimination/harassment based on protected classes and retaliation. Alternatively, the Board could appoint a District Compliance Officer and one (1) or more persons to assist the District Compliance Officer with performance of the responsibilities identified in this policy and its accompanying administrative guidelines. Often the person(s) designated to assist a District Compliance Officer is/are called Deputy or Assistant Compliance Officer(s). If the Board elects this alternative approach, it would designate a District Compliance Officer for purposes of this policy, and then designate the other position(s) through its AG. The person(s) in the alternative support role(s) will need to be trained in the same manner as the District Compliance Officer.
2. The Board must list in this policy either the Name(s) or Title(s) of the District Compliance Officer(s); while the Board may list both the Name(s) and Title(s), Neola suggests that the Board only list the Title(s) in this policy (so the Board does not need to revise/amend the policy whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name(s) and Title(s) in the requisite notices/postings (e.g., website) and publications (e.g., handbooks).
3. Reminder: Whenever a new person begins to serve as the District Compliance Officer (or in a support role to the District Compliance Officer), the District needs to make sure the new person is appropriately trained, in a timely manner, to fulfill the responsibilities of the position to which the person is assigned.]

[END OF DRAFTING NOTES]

The Board designates and authorizes the following individual(s) to coordinate its efforts to comply with the Board's responsibilities under Federal and State laws that prohibit discrimination, including harassment, based on Protected Classes and retaliation (also known as "Civil Rights Coordinator(s)" or "Anti-Harassment Compliance Officer(s)") (hereinafter referred to as the "District Compliance Officer(s)" or "CO(s)"):

Kathryn Aguilar
(Name and/or School District Title)
730 Raider Dr., Suite 3150, Arcadia, WI 54612
(Office Address)
aguilarka@arcadia.k12.wi.us
(Email Address)
608-323-3315, ext. 3213
(Telephone Number)

[DRAFTING NOTE: The District may want to create a static (i.e., fixed) District Compliance Officer-specific email address and phone number that will not change when the person(s) and/or position(s) designated to be the CO(s) change(s) – e.g., CO4CivilRights@(insert District's domain) – which the Technology Director/Department can program to be forwarded to the actual individual(s) serving as the District Compliance Officer(s) at any given time. Likewise, the District may want to establish a static Telephone Number for the position of District Compliance Officer that can be forwarded to, and accessed by, the actual person(s) serving in the CO position(s) at any given time. These two (2) steps will help reduce the information that

needs to be updated in policy, AG, and/or the requisite notices/postings and publications when changes occur to the specific person(s)/position(s) designated to serve as the CO(s).]

[DRAFTING NOTE: Complete the following information if the Board appoints more than one (1) District Compliance Officer.]

[] [DESIGNATION OF A SECOND DISTRICT COMPLIANCE OFFICER]

Carmen Lee

(Name and/or School District Title)

730 Raider Dr., Suite 3150, Arcadia, WI 54612

(Office Address)

leec@arcadia.k12.wi.us

(Email Address)

608-323-3315, ext. 4104

(Telephone Number)

[END-OF-OPTION]

[DRAFTING NOTE: As discussed above, if the Board designates more than one (1) CO, Neola recommends that the District select the following option.]

[] The Board designates _____ [DRAFTING NOTE: Insert Name and/or Title of the District Compliance Officer who is ultimately responsible for the District's compliance with its responsibilities under Federal and State laws that prohibit discrimination/harassment based on Protected Classes and retaliation] as the individual who is ultimately responsible for oversight over the Board's compliance with applicable Federal and State laws and regulations that prohibit discrimination based on the basis of Protected Classes and retaliation. [END-OF-OPTION]

[] The District Compliance Officer may delegate specific duties to one (1) or more designees. [END-OF-OPTION]

The contact information concerning the District Compliance Officer(s) will be published on the School District's website () and annually [END OF OPTION]:

- A. () in parent/student and staff handbooks.
- B. () in the School District Annual Report to the public.
- C. (☒) on each individual school's website.
- D. () in the School District's calendar.
- E. () _____.

[DRAFTING NOTE: The Board may want to select the following option when the District Administrator is not the CO. While Neola recognizes that this may not always be possible, it may be preferable to have the CO be someone other than the District Administrator because then – if the CO serves as the investigator and decisionmaker – the District Administrator can serve as the appeal decisionmaker or the facilitator for the informal resolution process.]

[] The District Compliance Officer(s) shall report directly to the District Administrator except when the District Administrator is a party to a complaint (i.e., either the complainant or the respondent). Under such circumstances, the CO(s) shall report directly to- [SELECT ONE OF THE FOLLOWING] () the Board President () the Board's Legal Counsel () _____ [OTHER] [END-OF-INTERNAL-OPTIONS] until the matter in which the District Administrator is a party is concluded. [END-OF-OPTION]

Questions about this policy should be directed to the District Compliance Officer(s).

The CO(s) is/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, harassment, retaliation, or denial of equal opportunity/access. The CO(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), Genetic Information Nondiscrimination Act (GINA), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. Copies of the laws and regulations listed above are available upon request from the CO(s).

The CO(s) shall monitor the District's education programs and activities for barriers to reporting information about conduct that reasonably may constitute Prohibited Conduct pursuant to Federal and/or State laws that prohibit discrimination/harassment based on the basis of a Protected Class/Category and retaliation, and take steps reasonably calculated to address such barriers.

Notice of Nondiscrimination

The District Administrator shall provide notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s). Such notice will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Reports and Complaints of Prohibited Conduct and Retaliation

Employees are required to report incidents of Prohibited Conduct 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 as soon as reasonably practicable.

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 Prohibited Conduct involving the discrimination or harassment of an employee or applicant based upon their gender status, sexual orientation, and gender identity.

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

Employees who believe they have been subject to Prohibited Conduct 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 practicable 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 Prohibited Conduct or Retaliation. COs shall accept reports of Prohibited Conduct or 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 Prohibited Conduct or 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 Prohibited Conduct/Retaliation), or (☒) ~~[OPTION 1]~~ the CO will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. ~~[END-OF OPTION 1] (-) [OPTION 2] the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END-OF OPTION 2]~~ The CO will provide a copy of this policy to the Complainant and the Respondent upon request.

Any Board employee who directly observes Prohibited Conduct/Retaliation is obligated, in accordance with this policy, to report such observations to one of the COs as soon as reasonably practicable. 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 promptly notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the Complainant as soon as reasonably practicable to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 1422 F2)

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to Prohibited Conduct 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 Prohibited Conduct/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 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 Prohibited Conduct/Retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the District Administrator or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO or, if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of Prohibited Conduct and Retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint as soon as reasonably practicable after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, as soon as reasonably practicable.

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 Prohibited Conduct 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 still may take whatever actions are deemed appropriate in consultation with the District Administrator.

As soon as reasonably practicable, 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 a reasonable timeframe established by the CO or designee based on the circumstances.

~~[] [OPTION 1] Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of Prohibited Conduct based on a protected class or Retaliation as promptly as reasonably practicable after receiving the formal complaint. [x] [OPTION 2]~~

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

The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of the Prohibited Conduct/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 Prohibited Conduct or Retaliation occurred, a preponderance of evidence standard will be used.

[x] The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

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

Absent extenuating circumstances, within a reasonable timeframe after receiving the report of the CO, the District Administrator either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A summary of the District Administrator's final decision will be provided to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed as soon as reasonably practicable, taking into account the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

If the District Administrator determines the Respondent engaged in Prohibited Conduct/Retaliation toward the Complainant, the District Administrator 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.

~~[] The decision of the District Administrator shall be final.~~

OR

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

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within a reasonable timeframe after 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.

END OF OPTIONS

The Board reserves the right to investigate and resolve a complaint or report of Prohibited Conduct/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 Prohibited Conduct/Retaliation, 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 Prohibited Conduct 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 Prohibited Conduct by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging Prohibited Conduct/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 Prohibited Conduct, 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.

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 Prohibited Conduct based on expressive conduct that is protected by the First Amendment.

Education and Training

All District Compliance Officer(s), and other persons who are responsible for implementing the Board's complaint procedures or have the authority to modify or terminate supportive measures shall receive training related to their duties under applicable Federal and State laws and this policy. - ~~[] The training shall be provided promptly upon hiring or a change of position that alters their duties under this policy, and annually thereafter. [END OF OPTION]~~ The training shall not rely on stereotypes involving Protected Classes.

~~[] Training materials will be made available for inspection upon request by members of the public. [END OF OPTION]~~

Recordkeeping (including 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 must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315 - Information Management) created and received as part of an investigation. Records and materials associated with the implementation of this policy shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for the period set in the District's records retention schedule.

These records may include, but are not limited to the following:

- 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; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.] [DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]**

- Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. (-) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. (-) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- T. (-) copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;
- U. (-) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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Legal References:

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. 1092(F)(6)(A)(v)

20 U.S.C. 1232g

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 C.F.R. Part 1635

29 U.S.C. 201 et seq., The Fair Labor Standards Act (FLSA)

29 U.S.C. 218d, PUMP for Nursing Mothers Act (PUMP Act)

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 701 et seq. (in particular 794), Rehabilitation Act of 1973, as amended

34 C.F.R. Part 110 (7/27/93)

38 U.S.C. Chapter 43 4301-4335 (see in particular 4311(a) [prohibits discrimination based on military service] and 4312 [reemployment rights]), Uniformed Services Employment and Reemployment Rights Act (USERRA)

42 U.S.C. 1983

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq., Civil Rights Act of 1964 (e.g., Title VI and Title VII), as amended by the Pregnancy Discrimination Act

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 2000gg, Pregnant Workers Fairness Act (PWFA)

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

Fourteenth Amendment, U.S. Constitution

VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po1422.02

Special Update - Nondiscrimination - July 2026 Rescind NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

ADOPTED Jan 21, 2013

1422.02-- NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

In accordance with the Genetic Information Nondiscrimination Act (GINA), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with this Act, employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be acquired as part of the certification process for FMLA leave, when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application process.

"Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

If the District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment or a medical provider it shall be treated as a confidential medical record in accordance with law.

The District Administrator shall appoint a compliance officer who shall be responsible for overseeing the District's compliance with Federal regulations and promptly dealing with any inquiries or complaints. S/He shall also verify that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) is accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the Board of Education, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an

immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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Legal

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po1662

Special Update - Nondiscrimination - July 2026 Rescind EMPLOYEE ANTI-HARASSMENT

ADOPTED Nov 17, 2014 · REVISED Jul 19, 2024

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 discriminatory harassment based on race, color, national origin, age, sex (including transgender 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.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as unlawful harassment), 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 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, student-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 unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

Definitions

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee that:

- A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;

- B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;
- C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment 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. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, participation in athletics or extra-curricular programs or events, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;

- G. 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;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and
- J. 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 (1) 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 (1) of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

Religious (Creed) Harassment

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

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin 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, 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.

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 disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School-District community and third parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor or other School 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 complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School-District community or third parties who believe they have been unlawfully 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 complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other school officials who have 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 school officials are as follows:
 1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall assume the role of the District Compliance Officer for such complaints.
 2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator.
- 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.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs"):

Katie Aguilar
Director of Pupil Services
608-323-3315, ext. 3213
756 Raider Dr.

Arcadia, WI 54612
aguilarka@arcadia.k12.wi.us

Carmen Lee
Curriculum Coordinator
608-323-3315, ext. 4104
725 Fairfield Ave.
Arcadia, WI 54612
leec@arcadia.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's website.

A CO will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct.

The COs are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to unlawful harassment or has witnessed unlawful harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth below.

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

Complaint Procedure

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant," may file a complaint, either orally or in writing with a teacher, Principal, CO, District Administrator, or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who may, in consultation with the other CO, if any, assume the role of the CO for such complaint.

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) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in harassment; a detailed description of the facts upon which the complaint is based; 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 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 alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with and 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) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. 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 evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in this policy and State and Federal law as to whether the complainant has been subjected to unlawful harassment. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

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 engage outside legal counsel to conduct the investigation consistent with this policy.

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

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

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

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the unlawful 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 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. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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

Privacy/Confidentiality

The School District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of unlawful 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. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

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

Directives During Investigation

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

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

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

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

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 a report has been made, the District Administrator shall be advised that local law enforcement was notified.

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

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

Reprisal

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

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

Miscellaneous

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

A summary of 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 unlawful harassment. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

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

Retention of Investigatory Records and Materials

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;
- 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 interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

Revised 7/1/18

Revised 3/18/19

T.C. 7/1/19

Revised 6/15/20

T.C. 2/8/22

T.C. 6/17/24

T.C. 7/19/24

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Legal

Wis. Stats. 111.31, 118.195, 118.20

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)

20 U.S.C. 1681 et seq.

20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 1983
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po2260

Special Update - Nondiscrimination - July 2026 Revised NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

ADOPTED Apr 16, 2007 · REVISED Jul 19, 2024

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 sex () (including gender identity or gender stereotypes/nonconformance), [END OF OPTION], age, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability (Protected Classes) or any other characteristic protected by Federal or State civil rights laws 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 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 -Student Anti-Harassment);
- 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, Equal Employment Opportunity, and Anti-Harassment ~~and Equal Employment Opportunity~~.

In furtherance of the aforesaid goal, the District Administrator shall:

A. Curriculum Content

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

B. Staff Training

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

C. Student Access

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

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

The District Administrator of Schools shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The District Administrator of Schools shall attempt annually to identify children with disabilities, ages three (3) to twenty-one (21), who reside in the District but do not receive a public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress

of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Title IX Complaint Coordinators/District Compliance Officers (hereinafter referred to as the "COs")

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

Katie Aguilar
Director of Pupil Services
608-323-3315
756 Raider Drive
Arcadia, WI 54612
aguilarka@arcadia.k12.wi.us

Carmen Lee
Curriculum Coordinator
608-323-3334
725 Fairfield Ave.
Arcadia, WI 54612
leec@arcadia.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the staff and student handbooks 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 informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; 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 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 loss of educational opportunity, including, but not limited to, a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Principal and/or

District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

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

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

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the complaint;
- 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 evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the 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 (1) 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 Attorney before finalizing the report to the District Administrator.

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

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding the complaint or request further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant and to the Respondent, if any. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator shall be final.

If the Complainant feels that the decision does not adequately address the complaint the s/he Complainant may appeal the decision to the State District Administrator of Public Instruction by submitting a written request ,within thirty (30) calendar days of the decision to the Wisconsin Department of Public Instruction (DPI), 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 3430 - [Grievance Procedure](#) or Policy 4430 - [Grievance Procedure](#).

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.

Additional School District Action

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

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity.

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

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8310). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Retention of Public Records, Student Records, and Investigatory Records and Materials

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;
- 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 interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

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T.C. 6/17/24

T.C. 7/19/24

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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. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po2266

Special Update - Nondiscrimination - July 2026 Revised NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

ADOPTED Sep 21, 2020 · REVISED Sep 15, 2025

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 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 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 if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not

covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

Definitions

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

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, *and* objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, criminal sexual contact ~~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. Criminal Sexual Contact (f.k.a. Fondling) is the intentional touching of the clothed or unclothed body parts, without consent, of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or the forced touching by the victim of the other individual's clothed or unclothed body parts, without consent of the victim, for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation. ~~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 Wis. Stat. §§ 948.02 or 948.09, 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), and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

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

Third Parties: "Third 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).

Inculpatory Evidence: "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged sexual harassment.

Exculpatory Evidence: "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of sexual harassment.

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

Eligible Student: "Eligible student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Katie Aguilar
Pupil Services Director
756 Raider Dr., Arcadia, WI 54612
608-323-3315
aguilarka@arcadia.k12.wi.us

Carmen Lee
Curriculum Director
725 Fairfield Ave., Arcadia, WI 54612
608-323-3315
leec@arcadia.k12.wi.us

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 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 Arcadia School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

*Katie Aguilar, Pupil Services Director
756 Raider Dr., Arcadia, WI 54612
608-323-3315
aguilarka@arcadia.k12.wi.us*

*Carmen Lee, Curriculum Director
756 Raider Dr., Arcadia, WI 54612
608-323-3315
leec@arcadia.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 that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: NEOLA Policies. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinator's(s') contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; 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), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the other Title IX Coordinator, or another Board employee who, in turn, will notify the other Title IX Coordinator of the report. The other Title IX Coordinator 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, the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sexual harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall within two (2) days (i.e., within two (2) days) of the Title IX Coordinator's receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the Superintendent 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 Superintendent 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 Superintendent 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 Board President, 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 other Title IX Coordinator who will then proceed with the grievance process with respect to that formal complaint.

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence - including both inculpatory and exculpatory evidence - and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint.

The 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, and this policy 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 of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator *may* dismiss a formal complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or

C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one (1) Respondent, or by more than one (1) Complainant against one (1) or more Respondents, or by one (1) party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one (1) Complainant or more than one (1) Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.
- C. The District establishes the following restrictions, which apply equally to both parties, regarding the extent to which an advisor may participate in the proceedings: to audio 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's 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 investigator or 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.

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.

Disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment) including but not limited to:

A. Informal Discipline

1. changing of seating or location;
2. after-school detention;
3. in-school discipline.

B. Formal Discipline

1. suspension of bus riding/transportation privileges;
2. removal from co-curricular and/or extra-curricular activity(ies), including athletics;
3. emergency removal;
4. suspension for up to five (5) school days;
5. suspension for up to fifteen (15) consecutive school days if a notice of expulsion hearing has been sent;
6. suspension for up to ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.;
7. expulsion;
8. permanent exclusion from co-curricular and/or extra-curricular activity(ies), including athletics or current class enrollment; and
9. any other sanction authorized by the Student Code of Conduct.

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, and Policy 5610.02 – In-School Discipline. 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/Administrator Handbook.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the 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. If the Superintendent is the Respondent, the Title IX Coordinator will notify the Board President of the recommended remedies for consideration and, if necessary and appropriate, implementation in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party determined responsible for violating this policy (i.e., engaging in sexual harassment):

- A. oral or written warning;
- B. suspension or termination/ cancellation of the Board's contract with the 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 (or the Board when the Superintendent is the Respondent) will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is a Member of the Board, that member of the Board shall be excluded from any determination regarding the imposition of a disciplinary sanction/consequence by the remaining Board members.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process, the 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, investigator(s), 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).

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 (or the Board when the Superintendent is the Respondent) 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 a 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, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

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

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of sexual harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;
- C. how to conduct an investigation and implement the grievance process appeals and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. 19.21(6):

- A. Each sexual harassment investigation including any determination regarding responsibility and any audio recording or transcript that is made of any hearing, 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.

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Revised 5/16/25

T.C. 9/15/25

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19.21(6), Wis. Stats.

120.13, Wis. Stats.

948.01 et. seq., Wis. Stats.

20 U.S.C. 1092(F)(6)(A)(v)

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)

34 C.F.R. Part 106

34 U.S.C. 12291(a)(8)
34 U.S.C. 12291(a)(10)
34 U.S.C. 12291(a)(30)
42 U.S.C. 1983
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.
OCR's Revised Sexual Harassment Guidance (2001)

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VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

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Vol. 35, No. 2 - Special Update - Nondiscrimination - July 2026 WI Replacement NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

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Replacement Policy - Vol. 35, No. 2 - Special Update - Nondiscrimination

3122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

[DRAFTING NOTE: Wisconsin and Federal law applicable to Wisconsin includes the concepts of gender identity and gender stereotypes/nonconformance within the definition of "sex". Whether the language is included expressly in policy or not, Districts are still required to investigate complaints alleging discriminatory treatment on the basis of gender identity and to remedy violations.]

The Board does not discriminate on the basis of race, color, national origin, age, sex ~~(-) (including gender status, change of sex, sexual orientation, or gender identity)~~ **[END-OF-OPTION]**, 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.

The Board is committed to providing a work environment that is free from Prohibited Conduct, responding promptly and effectively when it has knowledge of conduct that reasonably may constitute Prohibited Conduct, and addressing Prohibited Conduct in its education programs or activities. This commitment applies to all District operations and this policy applies to Prohibited Conduct occurring within or as a part of the District's education programs and activities, whether on school property or at another location during an activity sponsored by the Board.

Persons who commit Prohibited Conduct are subject to the full range of disciplinary sanctions outlined in 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.

Bullying means: any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an employee, supervisor, manager, or other member of the District staff, that is sufficiently severe or pervasive to create an intimidating, hostile, or offensive work environment; or unreasonably interfere with the individual's work performance or participation. It may involve: (a) threats; (b) intimidation; (c) stalking; (d) cyberstalking; (e) cyberbullying; (f) physical violence; (g) theft; (h) sexual, religious, or racial harassment; (i) public humiliation; or (j) destruction of property. Bullying rises to the level of unlawful harassment when the conduct is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal and/or State civil rights laws and is severe or pervasive enough to alter the conditions of employment or create a hostile environment.

Ordinary teasing, horseplay, arguments, and peer conflict do not constitute bullying for purposes of this policy.

Complainant means: an employee who is alleged to have been subjected to conduct that could constitute Prohibited Conduct; or a person, other than an employee, who is alleged to have been subjected to conduct that could constitute Prohibited Conduct and who was participating or attempting to participate in the District's education programs or activities at the time of the alleged Prohibited Conduct.

Complaint means: an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Prohibited Conduct.

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

Disciplinary sanctions means: consequences imposed on a respondent following a determination that the respondent engaged in Prohibited Conduct.

Education programs or activities refer to: all the District's operations including, but not limited to, in-person and online/remote educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all programs and activities operated by the Board 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 but over which the District asserts disciplinary authority (e.g., at off-campus activities sponsored by the Board).

Exculpatory evidence means: evidence that is favorable to a respondent because it helps excuse, justify, or absolve a respondent of alleged wrongdoing and tends to establish that a respondent did not engage in Prohibited Conduct.

Genetic information means: information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

Harassment means: any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an employee that (a) places the employee in reasonable fear of harm to their person or damage to their property; (b) has the effect of substantially interfering with the employee's work performance; or (c) has the effect of substantially disrupting the orderly operation of a school. Each of the following types of harassment involves unwelcome physical, verbal, or nonverbal conduct that is based upon an individual's protected characteristic(s) and has the purpose or effect of interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

A. **Age Harassment** means: harassment based on negative perceptions about older workers. It also includes harassment based on stereotypes about older workers, even if they are not motivated by animus, such as pressuring an older employee to transfer to a job that is less technology-focused because of the perception that older workers are not well-suited to such work or encouraging an older employee to retire.

- B. **Disability Harassment** means: harassment based upon a person's disability and includes harassment based upon stereotypes about individuals with disabilities in general or about an individual's particular disability. It also includes harassment based on traits or characteristics linked to an individual's disability, such as how the person speaks, looks, or moves. For example, negative comments about an individual's speech patterns, movement, physical impairments, or defects/appearances, or the like. Disability-based harassment includes: (a) harassment because an individual requests or receives reasonable accommodation; (b) harassment because an individual is regarded as having an impairment, even if the individual does not have an actual disability, or a record of disability; (c) harassment because an individual has a record of a disability, even if the individual currently does not have a disability; and (d) harassment based on the disability of an individual with whom the employee is associated. Finally, disability-based harassment may occur where conduct is directed at or pertains to a person's genetic information.
- C. **National Origin/Ancestry Harassment** means: harassment due to a person's (or their ancestor's) place of origin. Such harassing conduct can include ethnic slurs or epithets, derogatory comments about individuals of a particular nationality, and use of stereotypes about a person's national origin. Additionally, it can include harassment regarding traits or characteristics linked to an individual's national origin, such as physical characteristics, ethnic or cultural characteristics or customs (e.g., surnames, attire, or diet), or linguistic characteristics (e.g., a person's manner of speaking, non-English language accent, or a lack of fluency in English).
- D. **Race/Color Harassment** means: unwelcome physical, verbal, or nonverbal conduct that is based upon an individual's race or color and has the purpose or effect of interfering with the individual's work performance; or creating an intimidating, hostile, or offensive work 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 relative to racial customs.
- E. **Religious (Creed) Harassment** means: harassment based on a person's surname, religion (including atheism or lack of religious belief), religious traditions and practices, or religious dress/clothing, and includes making offensive comments about the same. It also includes religious slurs or epithets, harassing conduct based on religious stereotypes, and harassment associated with a person's request for and/or receipt of religious accommodation. Religious harassment also involves explicitly or implicitly coercing an employee to engage in religious practices at work.
- F. **Sexual Harassment** means (for purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964): unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment; (b) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of interfering with the individual's work performance; or creating an intimidating, hostile, or offensive working environment. Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.
1. Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.
 2. 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. Conduct of a sexualized nature, such as unwanted conduct expressing sexual attraction or involving sexual activity (e.g., unwanted sexual propositions, invitations, solicitations, and flirtations; unwanted physical and/or sexual contact, including unwelcome and inappropriate touching, patting, or pinching (x); and obscene gestures [END-OF-OPTION] .
 - b. Sexual attention or sexual coercion, such as demands or pressure for sexual favors (e.g., threats or insinuations that a person's employment, wages, or other conditions of employment may be adversely affected by not submitting to sexual advances; giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin).

- c. Rape, sexual assault, or other acts of sexual violence.
- d. Discussing or displaying visual depictions of sex acts or sexual remarks (e.g., unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts, etc.; sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature placed in the work environment; asking or telling about sexual fantasies, sexual preferences, or sexual activities; speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history).
- e. A consensual sexual relationship 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.
- f. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- g. Non-sexual conduct based on sex, such as sex-based epithets; sexist comments (such as remarks that women do not belong in management or that men do not belong in the nursing profession); or facially sex-neutral offensive conduct motivated by sex (such as bullying directed toward employees of one sex).
- h. Harassment based on pregnancy, childbirth, or related medical condition, which may include issues pertaining to lactation, using or not using contraception, or deciding whether to have, or not to have, an abortion.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be objectively offensive (a reasonable person would find it hostile or abusive), subjectively offensive (the complainant actually perceived it as abusive), and either sufficiently severe (a single extremely serious incident) or pervasive (a pattern of behavior), such that it adversely affects, limits, or denies an individual's employment, or creates a hostile or abusive employment environment.

Inculpatory evidence means: evidence that links a respondent to alleged wrongdoing and tends to establish a respondent engaged in Prohibited Conduct (i.e., has culpability).

Military status means: 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.

Party means: a complainant or respondent.

Pregnancy, childbirth, or related medical conditions means:

- A. "Pregnancy" and "childbirth" refer to the pregnancy or childbirth of a specific employee and include, but are not limited to, current pregnancy; past pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).
- B. "Related medical conditions" are medical conditions relating to the pregnancy or childbirth of a specific employee, and may include termination of pregnancy, including via miscarriage, stillbirth, or abortion; ectopic pregnancy; preterm labor; pelvic prolapse; nerve injuries; cesarean or perineal wound infection; maternal cardiometabolic disease; gestational diabetes; preeclampsia; HELLP (hemolysis, elevated liver enzymes and low platelets) syndrome; hyperemesis gravidarum; anemia; endometriosis; sciatica; lumbar lordosis; carpal tunnel syndrome; chronic migraines; dehydration; hemorrhoids; nausea or vomiting; edema of the legs, ankles, feet, or

fingers; high blood pressure; infection; antenatal (during pregnancy) anxiety, depression, or psychosis; postpartum depression, anxiety, or psychosis; frequent urination; incontinence; loss of balance; vision changes; varicose veins; changes in hormone levels; vaginal bleeding; menstruation; and lactation and conditions related to lactation, such as low milk supply, engorgement, plugged ducts, mastitis, or fungal infections. The preceding list of related medical conditions is not exhaustive.

Prohibited Conduct means: unlawful discrimination or harassment based on a person's Protected Class(es) or retaliation. Such misconduct involves a violation of Federal and/or State civil rights laws.

Respondent means: a person who is alleged to have engaged in Prohibited Conduct.

Retaliation means: intimidation, threats, coercion, or discrimination against any person by the District, a student, a Board employee, or any other person authorized by the Board to provide aid, benefit, or service under the District's education programs or activities, for the purpose of interfering with any right or privilege secured by Federal or State law, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under applicable Federal or State laws or regulations.

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

Third Parties means: 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 School District community at school-related events/activities (whether on or off District property).

Pregnancy, Childbirth, and Related Medical Conditions

The Board will not discriminate against an employee based on the person's current pregnancy, potential or intent to become pregnant, past pregnancy, or medical condition related to pregnancy or childbirth, or because the person uses birth control, or has had or not had an abortion.

Additionally, the Board will provide a reasonable accommodation to an employee's known limitation related to pregnancy, childbirth, or a related medical condition, unless the accommodation will cause the District undue hardship.

The Board will treat pregnancy, childbirth, and related medical conditions as any other temporary medical conditions for all job-related purposes, including commencement, duration, and extensions of leave; accrual of seniority and any other benefit or service; reinstatement; and under any fringe benefit offered to employees by virtue of employment.

The Board will provide reasonable break time for an employee to express breast milk while at work for the first year after the employee's child's birth. The Board will provide the employee with a space, other than a bathroom, that is clean, shielded from view, free from intrusion from coworkers and the public, and which the employee can use as needed to express breast milk. See Board Policy 6700 – Fair Labor Standards Act.

Nondiscrimination Based on Employee's Genetic Information

The Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information.

Harassment of a person because of the individual's genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

District Compliance Officer(s)

[DRAFTING NOTES:

1. Neola suggests the Board appoint both a male and a female to serve as the District Compliance Officers. By appointing two (2) District Compliance Officers, there should always be a District Compliance Officer available to address a claim that pertains to the other District Compliance Officer. If, however, the Board appoints more than one (1) District Compliance Officer, Neola recommends that it designate one (1) of the District Compliance Officers to retain ultimate oversight over the assigned responsibilities and ensure the Board's consistent compliance with its responsibilities under applicable Federal and State laws that prohibit unlawful discrimination/harassment based on protected classes and retaliation. Alternatively, the Board could appoint a District Compliance Officer and one (1) or more persons to assist the District Compliance Officer with performance of the responsibilities identified in this policy and its accompanying administrative guidelines. Often the person(s) designated to assist a District Compliance Officer is/are called Deputy or Assistant Compliance Officer(s). If the Board elects this alternative approach, it would designate a District Compliance Officer for purposes of this policy, and then designate the other position(s) through its AG. The person(s) in the alternative support role(s) will need to be trained in the same manner as the District Compliance Officer.
2. The Board must list in this policy either the Name(s) or Title(s) of the District Compliance Officer(s); while the Board may list both the Name(s) and Title(s), Neola suggests that the Board only list the Title(s) in this policy (so the Board does not need to revise/amend the policy whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name(s) and Title(s) in the requisite notices/postings (e.g., website) and publications (e.g., handbooks).
3. Reminder: Whenever a new person begins to serve as the District Compliance Officer (or in a support role to the District Compliance Officer), the District needs to make sure the new person is appropriately trained, in a timely manner, to fulfill the responsibilities of the position to which the person is assigned.]

[END OF DRAFTING NOTES]

The Board designates and authorizes the following individual(s) to coordinate its efforts to comply with the Board's responsibilities under Federal and State laws that prohibit discrimination, including harassment, based on Protected Classes and retaliation (also known as "Civil Rights Coordinator(s)" or "Anti-Harassment Compliance Officer(s)") (hereinafter referred to as the "District Compliance Officer(s)" or "CO(s)"):

Kathryn Aguilar

(Name and/or School District Title)

730 Raider Dr., Suite 3150, Arcadia, WI 54612

(Office Address)

aguilarka@arcadia.k12.wi.us

(Email Address)

608-323-3315, ext. 3213

(Telephone Number)

[DRAFTING NOTE: The District may want to create a static (i.e., fixed) District Compliance Officer-specific email address and phone number that will not change when the person(s) and/or position(s) designated to be the CO(s) change(s) – e.g., CO4CivilRights@(insert District's domain) – which the Technology Director/Department can program to be forwarded to the actual individual(s) serving as the District Compliance Officer(s) at any given time. Likewise, the District may want to establish a static Telephone Number for the position of District Compliance Officer that can be forwarded to, and accessed by, the actual person(s) serving in the CO position(s) at any given time. These two (2) steps will help reduce the information that

needs to be updated in policy, AG, and/or the requisite notices/postings and publications when changes occur to the specific person(s)/position(s) designated to serve as the CO(s).]

[DRAFTING NOTE: Complete the following information if the Board appoints more than one (1) District Compliance Officer.]

[] [DESIGNATION OF A SECOND DISTRICT COMPLIANCE OFFICER]

Carmen Lee
(Name and/or School District Title)
730 Raider Dr., Suite 3150, Arcadia, WI 54612
(Office Address)
leec@arcadia.k12.wi.us
(Email Address)
608-323-3315, ext. 4104
(Telephone Number)

[END-OF-OPTION]

[DRAFTING NOTE: As discussed above, if the Board designates more than one (1) CO, Neola recommends that the District select the following option.]

[] The Board designates _____ [DRAFTING NOTE: Insert Name and/or Title of the District Compliance Officer who is ultimately responsible for the District's compliance with its responsibilities under Federal and State laws that prohibit discrimination/harassment based on Protected Classes and retaliation] as the individual who is ultimately responsible for oversight over the Board's compliance with applicable Federal and State laws and regulations that prohibit discrimination based on the basis of Protected Classes and retaliation. [END-OF-OPTION]

[] The District Compliance Officer may delegate specific duties to one (1) or more designees. [END-OF-OPTION]

The contact information concerning the District Compliance Officer(s) will be published on the School District's website () and annually [END-OF-OPTION]:

- A. () in parent/student and staff handbooks.
- B. () in the School District Annual Report to the public.
- C. (x) on each individual school's website.
- D. () in the School District's calendar.
- E. () _____.

[DRAFTING NOTE: The Board may want to select the following option when the District Administrator is not the CO. While Neola recognizes that this may not always be possible, it may be preferable to have the CO be someone other than the District Administrator because then – if the CO serves as the investigator and decisionmaker – the District Administrator can serve as the appeal decisionmaker or the facilitator for the informal resolution process.]

[] The District Compliance Officer(s) shall report directly to the District Administrator except when the District Administrator is a party to a complaint (i.e., either the complainant or the respondent). Under such circumstances, the CO(s) shall report directly to [SELECT ONE OF THE FOLLOWING] () the Board President () the Board's Legal Counsel () _____ [OTHER] [END-OF-INTERNAL-OPTIONS] until the matter in which the District Administrator is a party is concluded. [END-OF-OPTION]

Questions about this policy should be directed to the District Compliance Officer(s).

The CO(s) is/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, harassment, retaliation, or denial of equal opportunity/access. The CO(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), Genetic Information Nondiscrimination Act (GINA), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. Copies of the laws and regulations listed above are available upon request from the CO(s).

The CO(s) shall monitor the District's education programs and activities for barriers to reporting information about conduct that reasonably may constitute Prohibited Conduct pursuant to Federal and/or State laws that prohibit discrimination/harassment based on the basis of a Protected Class/Category and retaliation, and take steps reasonably calculated to address such barriers.

Notice of Nondiscrimination

The District Administrator shall provide notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s). Such notice will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Reports and Complaints of Prohibited Conduct and Retaliation

Employees are required to report incidents of Prohibited Conduct 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 as soon as reasonably practicable.

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 Prohibited Conduct involving the discrimination or harassment of an employee or applicant based upon their gender status, sexual orientation, and gender identity.

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

Employees who believe they have been subject to Prohibited Conduct 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 practicable 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 Prohibited Conduct or Retaliation. COs shall accept reports of Prohibited Conduct or 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 Prohibited Conduct or 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 Prohibited Conduct/Retaliation), or (☒) ~~[OPTION 1]~~ the CO will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. ~~[END OF OPTION 1] () [OPTION 2] the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2]~~ The CO will provide a copy of this policy to the Complainant and the Respondent upon request.

Any Board employee who directly observes Prohibited Conduct/Retaliation is obligated, in accordance with this policy, to report such observations to one of the COs as soon as reasonably practicable. 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 promptly notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the Complainant as soon as reasonably practicable to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 3122 F2)

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to Prohibited Conduct 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 Prohibited Conduct/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 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 Prohibited Conduct/Retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the District Administrator or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO or, if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of Prohibited Conduct and Retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint as soon as reasonably practicable after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, as soon as reasonably practicable.

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 Prohibited Conduct 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 still may take whatever actions are deemed appropriate in consultation with the District Administrator.

As soon as reasonably practicable, 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 a reasonable timeframe established by the CO or designee based on the circumstances.

~~[] [OPTION 1] Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of Prohibited Conduct based on a protected class or Retaliation as promptly as reasonably practicable after receiving the formal complaint. [x] [OPTION 2]~~

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

The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of the Prohibited Conduct/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 Prohibited Conduct or Retaliation occurred, a preponderance of evidence standard will be used.

[x] The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

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

Absent extenuating circumstances, within a reasonable timeframe after receiving the report of the CO, the District Administrator either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A summary of the District Administrator's final decision will be provided to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed as soon as reasonably practicable, taking into account the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

If the District Administrator determines the Respondent engaged in Prohibited Conduct/Retaliation toward the Complainant, the District Administrator 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.

~~[] The decision of the District Administrator shall be final.~~

OR

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

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within a reasonable timeframe after 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.

[END OF OPTIONS]

The Board reserves the right to investigate and resolve a complaint or report of Prohibited Conduct/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 Prohibited Conduct/Retaliation, 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 Prohibited Conduct 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 Prohibited Conduct by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging Prohibited Conduct/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 Prohibited Conduct, 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.

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 Prohibited Conduct based on expressive conduct that is protected by the First Amendment.

Education and Training

All District Compliance Officer(s), and other persons who are responsible for implementing the Board's complaint procedures or have the authority to modify or terminate supportive measures shall receive training related to their duties under applicable Federal and State laws and this policy. ~~[] The training shall be provided promptly upon hiring or a change of position that alters their duties under this policy, and annually thereafter. [END OF OPTION]~~ The training shall not rely on stereotypes involving Protected Classes.

~~[] Training materials will be made available for inspection upon request by members of the public. [END OF OPTION]~~

Recordkeeping (including 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 must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315 - Information Management) created and received as part of an investigation. Records and materials associated with the implementation of this policy shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for the period set in the District's records retention schedule.

These records may include, but are not limited to the following:

- 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; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**

[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]

- Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. () -copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. () -copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- T. () -copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;
- U. () -copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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Legal References:

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. 1092(F)(6)(A)(v)

20 U.S.C. 1232g

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 C.F.R. Part 1635

29 U.S.C. 201 et seq., The Fair Labor Standards Act (FLSA)

29 U.S.C. 218d, PUMP for Nursing Mothers Act (PUMP Act)

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 701 et seq. (in particular 794), Rehabilitation Act of 1973, as amended

34 C.F.R. Part 110 (7/27/93)

38 U.S.C. Chapter 43 4301-4335 (see in particular 4311(a) [prohibits discrimination based on military service] and 4312 [reemployment rights]), Uniformed Services Employment and Reemployment Rights Act (USERRA)

42 U.S.C. 1983

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq., Civil Rights Act of 1964 (e.g., Title VI and Title VII), as amended by the Pregnancy Discrimination Act

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 2000gg, Pregnant Workers Fairness Act (PWFA)

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

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VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po3122.02

Special Update - Nondiscrimination - July 2026 Rescind NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

Rescind Policy - Vol. 35, No. 2 - Special Update - Nondiscrimination

3122.02 --NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify applicants or employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of the person as an employee, based on genetic information. Harassment of a person because of genetic information also is prohibited. Likewise, retaliation against a person for identifying, objecting to, or filing a complaint concerning a violation of this policy is prohibited.

The identity of the Compliance Officer (see Policy 3122 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a Board employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the Board.

[] The Board recognizes that genetic information may be acquired through commercially and publicly available media including newspapers, books, magazines, periodicals, television shows or the Internet. The Board prohibits its employees and agents including commercial background investigation agents from searching these sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information. If genetic information about an employee or applicant is obtained in error, it shall be redacted immediately and not shared beyond the point of first receipt.

As used in this policy, "genetic information" means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant

woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA.

If the Board's employees or agents legally and/or inadvertently receive genetic information about an employee or applicant, it shall be treated as a confidential medical record in accordance with law.

The Compliance Officer (See Policy 3122 - Nondiscrimination and Equal Employment Opportunity) is responsible for overseeing the Board's compliance with this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the Board's compliance with GINA. This person shall be responsible for working with the Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer shall also verify that proper notice of nondiscrimination for Title II of GINA is provided to staff members, and that all requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) are accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement

The Genetic Information Nondiscrimination Act of 2008 or "GINA" prohibits employers and other entities covered by the law, including the Board, from requesting or requiring genetic information of an employee or applicant or family member of an employee or applicant, except as specifically allowed by law. To comply with GINA, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Questions concerning compliance with the requirements of GINA may be directed to the Compliance Officer at _____ [phone] :

[] The Board offers health services, () including a wellness program. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the Board and no applicant or employee shall be identified or identifiable from the reported information.

The grievance procedure for complaints of discrimination in Policy 3122 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if a District employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

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Legal

42 U.S.C. 2000ff et seq.

Title II, The Genetic Information Nondiscrimination Act of 2008

29 C.F.R. Part 1635

VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po3362

Special Update - Nondiscrimination - July 2026 Rescind EMPLOYEE ANTI-HARASSMENT

Rescind Policy - Vol. 35, No. 2 - Special Update - Nondiscrimination

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 reoccurrence, and remedy its effects.

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

[] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.

Notice

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

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

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

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

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

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

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

Bullying

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

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

“Harassment” 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- [END OF OPTION] -- Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/ (-) -AG-2266- [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- 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:
1. () _____;
 2. () _____;
 3. () _____.

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

[END OF BOUNDARY INVASIONS OPTION]

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 or COs):

[DRAFTING NOTE: - Neola suggests the Board - appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The same individual(s) assigned to serve as Compliance Officer(s) may also be assigned to serve as the District's Section 504 Compliance Officer(s) /ADA Coordinator(s) and/or Title IX Coordinator(s). Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Office r, as appropriate .:]

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B. ☐ in the parent and staff handbooks.
- C. ☐ in the School District Annual Report to the public.
- D. ☐ on each individual school's website.
- E. ☐ in the School District's calendar.
- F. ☐ _____

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

Reports and Complaints of Harassing Conduct

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

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or **[] Option 1** the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. **[END OF OPTION 1] [] Option 2** the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. **[END OF OPTION 2]** . The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

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

Members of the School District community along with Third Parties 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 District Administrator, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.
 2. Any complaint under this policy regarding the District Administrator or Board member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School-District community, and third parties who seek support or advice when informing another individual about unwelcome conduct.

The COs are assigned to accept complaints of harassment directly from any member of the School-District community or a visitor to the District or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School-District community should report incidents of harassment that are reported to them to the CO within two (2) days of learning of the incident.

Investigation and Complaint Procedure (see Form 3362 F1)

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, 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 District Administrator or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who will consult with the other CO, if any, or if necessary appoint/designate another individual to serve as CO for the complaint regarding a CO.

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

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

All written complaints must include the following information to the extent known: 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 District Administrator. 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. The Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within two (2) 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.

[] **[OPTION 1]** Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a protected class or retaliation within fifteen (15) days of receiving the formal complaint. [] **[OPTION 2]** Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress. **[END OF OPTIONS]**

The investigation will include:

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

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

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may- () in consultation with the District Administrator or Board President, if the matter involves the District Administrator, **[END OF OPTION]** 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 District Administrator 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 District Administrator's final decision will be delivered to both the complainant and the respondent.

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

If the District Administrator determines the Respondent engaged in harassment of or retaliation toward the Complainant, the District Administrator must identify what corrective action will be taken to stop,

remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation:

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

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or 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 District Administrator placing any employee involved in an investigation under this policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action:

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

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

Remedial Action 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 harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

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

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

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

Retaliation

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

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

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

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

Allegations Constituting Criminal Conduct

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

If the complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the (-) Board President (-) 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 District Administrator.

Reprisal

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

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

Miscellaneous

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

A- (-) link to (-) summary of [END OF OPTION] this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

Education and Training

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

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

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all 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; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**

[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]

- Q. () -documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. () -copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. () -copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- T. () -copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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

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Legal

111.31, 118.195, 118.20, Wis. Stats.

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1635

National School Boards Association Inquiry and Analysis - May 2008

VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po4122

Vol. 35, No. 2 - Special Update - Nondiscrimination - July 2026 WI Replacement NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

ADOPTED Apr 16, 2007 · REVISED Jul 1, 2019

Replacement Policy - Vol. 35, No. 2 - Special Update - Nondiscrimination

4122 - NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

[DRAFTING NOTE: Wisconsin and Federal law applicable to Wisconsin includes the concepts of gender identity and gender stereotypes/nonconformance within the definition of "sex". Whether the language is included expressly in policy or not, Districts are still required to investigate complaints alleging discriminatory treatment on the basis of gender identity and to remedy violations.]

The Board does not discriminate on the basis of race, color, national origin, age, sex - ~~(-) (including gender status, change of sex, sexual orientation, or gender identity)~~ **[END-OF-OPTION]**, 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.

The Board is committed to providing a work environment that is free from Prohibited Conduct, responding promptly and effectively when it has knowledge of conduct that reasonably may constitute Prohibited Conduct, and addressing Prohibited Conduct in its education programs or activities. This commitment applies to all District operations and this policy applies to Prohibited Conduct occurring within or as a part of the District's education programs and activities, whether on school property or at another location during an activity sponsored by the Board.

Persons who commit Prohibited Conduct are subject to the full range of disciplinary sanctions outlined in 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.

Bullying means: any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an employee, supervisor, manager, or other member of the District staff, that is sufficiently severe or pervasive to create an intimidating, hostile, or offensive work environment; or unreasonably interfere with the individual's work performance or participation. It may involve: (a) threats; (b) intimidation; (c) stalking; (d) cyberstalking; (e) cyberbullying; (f) physical violence; (g) theft; (h) sexual, religious, or racial harassment; (i) public humiliation; or (j) destruction of property. Bullying rises to the level of unlawful harassment when the conduct is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal and/or State civil rights laws and is severe or pervasive enough to alter the conditions of employment or create a hostile environment.

Ordinary teasing, horseplay, arguments, and peer conflict do not constitute bullying for purposes of this policy.

Complainant means: an employee who is alleged to have been subjected to conduct that could constitute Prohibited Conduct; or a person, other than an employee, who is alleged to have been subjected to conduct that could constitute Prohibited Conduct and who was participating or attempting to participate in the District's education programs or activities at the time of the alleged Prohibited Conduct.

Complaint means: an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Prohibited Conduct.

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

Disciplinary sanctions means: consequences imposed on a respondent following a determination that the respondent engaged in Prohibited Conduct.

Education programs or activities refer to: all the District's operations including, but not limited to, in-person and online/remote educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all programs and activities operated by the Board 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 but over which the District asserts disciplinary authority (e.g., at off-campus activities sponsored by the Board).

Exculpatory evidence means: evidence that is favorable to a respondent because it helps excuse, justify, or absolve a respondent of alleged wrongdoing and tends to establish that a respondent did not engage in Prohibited Conduct.

Genetic information means: information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

Harassment means: any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an employee that (a) places the employee in reasonable fear of harm to their person or damage to their property; (b) has the effect of substantially interfering with the employee's work performance; or (c) has the effect of substantially disrupting the orderly operation of a school. Each of the following types of harassment involves unwelcome physical, verbal, or nonverbal conduct that is based upon an individual's protected characteristic(s) and has the purpose or effect of interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

A. **Age Harassment** means: harassment based on negative perceptions about older workers. It also includes harassment based on stereotypes about older workers, even if they are not motivated by animus, such as pressuring an older employee to transfer to a job that is less technology-focused because of the perception that older workers are not well-suited to such work or encouraging an older employee to retire.

- B. **Disability Harassment** means: harassment based upon a person's disability and includes harassment based upon stereotypes about individuals with disabilities in general or about an individual's particular disability. It also includes harassment based on traits or characteristics linked to an individual's disability, such as how the person speaks, looks, or moves. For example, negative comments about an individual's speech patterns, movement, physical impairments, or defects/appearances, or the like. Disability-based harassment includes: (a) harassment because an individual requests or receives reasonable accommodation; (b) harassment because an individual is regarded as having an impairment, even if the individual does not have an actual disability, or a record of disability; (c) harassment because an individual has a record of a disability, even if the individual currently does not have a disability; and (d) harassment based on the disability of an individual with whom the employee is associated. Finally, disability-based harassment may occur where conduct is directed at or pertains to a person's genetic information.
- C. **National Origin/Ancestry Harassment** means: harassment due to a person's (or their ancestor's) place of origin. Such harassing conduct can include ethnic slurs or epithets, derogatory comments about individuals of a particular nationality, and use of stereotypes about a person's national origin. Additionally, it can include harassment regarding traits or characteristics linked to an individual's national origin, such as physical characteristics, ethnic or cultural characteristics or customs (e.g., surnames, attire, or diet), or linguistic characteristics (e.g., a person's manner of speaking, non-English language accent, or a lack of fluency in English).
- D. **Race/Color Harassment** means: unwelcome physical, verbal, or nonverbal conduct that is based upon an individual's race or color and has the purpose or effect of interfering with the individual's work performance; or creating an intimidating, hostile, or offensive work 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 relative to racial customs.
- E. **Religious (Creed) Harassment** means: harassment based on a person's surname, religion (including atheism or lack of religious belief), religious traditions and practices, or religious dress/clothing, and includes making offensive comments about the same. It also includes religious slurs or epithets, harassing conduct based on religious stereotypes, and harassment associated with a person's request for and/or receipt of religious accommodation. Religious harassment also involves explicitly or implicitly coercing an employee to engage in religious practices at work.
- F. **Sexual Harassment** means (for purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964): unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment; (b) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of interfering with the individual's work performance; or creating an intimidating, hostile, or offensive working environment. Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.
1. Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.
 2. 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. Conduct of a sexualized nature, such as unwanted conduct expressing sexual attraction or involving sexual activity (e.g., unwanted sexual propositions, invitations, solicitations, and flirtations; unwanted physical and/or sexual contact, including unwelcome and inappropriate touching, patting, or pinching (x); and obscene gestures [END-OF-OPTION]).
 - b. Sexual attention or sexual coercion, such as demands or pressure for sexual favors (e.g., threats or insinuations that a person's employment, wages, or other conditions of employment may be adversely affected by not submitting to sexual advances; giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin).

- c. Rape, sexual assault, or other acts of sexual violence.
- d. Discussing or displaying visual depictions of sex acts or sexual remarks (e.g., unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts, etc.; sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature placed in the work environment; asking or telling about sexual fantasies, sexual preferences, or sexual activities; speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history).
- e. A consensual sexual relationship 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.
- f. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- g. Non-sexual conduct based on sex, such as sex-based epithets; sexist comments (such as remarks that women do not belong in management or that men do not belong in the nursing profession); or facially sex-neutral offensive conduct motivated by sex (such as bullying directed toward employees of one sex).
- h. Harassment based on pregnancy, childbirth, or related medical condition, which may include issues pertaining to lactation, using or not using contraception, or deciding whether to have, or not to have, an abortion.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be objectively offensive (a reasonable person would find it hostile or abusive), subjectively offensive (the complainant actually perceived it as abusive), and either sufficiently severe (a single extremely serious incident) or pervasive (a pattern of behavior), such that it adversely affects, limits, or denies an individual's employment, or creates a hostile or abusive employment environment.

Inculpatory evidence means: evidence that links a respondent to alleged wrongdoing and tends to establish a respondent engaged in Prohibited Conduct (i.e., has culpability).

Military status means: 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.

Party means: a complainant or respondent.

Pregnancy, childbirth, or related medical conditions means:

- A. "Pregnancy" and "childbirth" refer to the pregnancy or childbirth of a specific employee and include, but are not limited to, current pregnancy; past pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).
- B. "Related medical conditions" are medical conditions relating to the pregnancy or childbirth of a specific employee, and may include termination of pregnancy, including via miscarriage, stillbirth, or abortion; ectopic pregnancy; preterm labor; pelvic prolapse; nerve injuries; cesarean or perineal wound infection; maternal cardiometabolic disease; gestational diabetes; preeclampsia; HELLP (hemolysis, elevated liver enzymes and low platelets) syndrome; hyperemesis gravidarum; anemia; endometriosis; sciatica; lumbar lordosis; carpal tunnel syndrome; chronic migraines; dehydration; hemorrhoids; nausea or vomiting; edema of the legs, ankles, feet, or

fingers; high blood pressure; infection; antenatal (during pregnancy) anxiety, depression, or psychosis; postpartum depression, anxiety, or psychosis; frequent urination; incontinence; loss of balance; vision changes; varicose veins; changes in hormone levels; vaginal bleeding; menstruation; and lactation and conditions related to lactation, such as low milk supply, engorgement, plugged ducts, mastitis, or fungal infections. The preceding list of related medical conditions is not exhaustive.

Prohibited Conduct means: unlawful discrimination or harassment based on a person's Protected Class(es) or retaliation. Such misconduct involves a violation of Federal and/or State civil rights laws.

Respondent means: a person who is alleged to have engaged in Prohibited Conduct.

Retaliation means: intimidation, threats, coercion, or discrimination against any person by the District, a student, a Board employee, or any other person authorized by the Board to provide aid, benefit, or service under the District's education programs or activities, for the purpose of interfering with any right or privilege secured by Federal or State law, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under applicable Federal or State laws or regulations.

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

Third Parties means: 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 School District community at school-related events/activities (whether on or off District property).

Pregnancy, Childbirth, and Related Medical Conditions

The Board will not discriminate against an employee based on the person's current pregnancy, potential or intent to become pregnant, past pregnancy, or medical condition related to pregnancy or childbirth, or because the person uses birth control, or has had or not had an abortion.

Additionally, the Board will provide a reasonable accommodation to an employee's known limitation related to pregnancy, childbirth, or a related medical condition, unless the accommodation will cause the District undue hardship.

The Board will treat pregnancy, childbirth, and related medical conditions as any other temporary medical conditions for all job-related purposes, including commencement, duration, and extensions of leave; accrual of seniority and any other benefit or service; reinstatement; and under any fringe benefit offered to employees by virtue of employment.

The Board will provide reasonable break time for an employee to express breast milk while at work for the first year after the employee's child's birth. The Board will provide the employee with a space, other than a bathroom, that is clean, shielded from view, free from intrusion from coworkers and the public, and which the employee can use as needed to express breast milk. See Board Policy 6700 – Fair Labor Standards Act.

Nondiscrimination Based on Employee's Genetic Information

The Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information.

Harassment of a person because of the individual's genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

District Compliance Officer(s)

[DRAFTING NOTES:

1. Neola suggests the Board appoint both a male and a female to serve as the District Compliance Officers. By appointing two (2) District Compliance Officers, there should always be a District Compliance Officer available to address a claim that pertains to the other District Compliance Officer. If, however, the Board appoints more than one (1) District Compliance Officer, Neola recommends that it designate one (1) of the District Compliance Officers to retain ultimate oversight over the assigned responsibilities and ensure the Board's consistent compliance with its responsibilities under applicable Federal and State laws that prohibit unlawful discrimination/harassment based on protected classes and retaliation. Alternatively, the Board could appoint a District Compliance Officer and one (1) or more persons to assist the District Compliance Officer with performance of the responsibilities identified in this policy and its accompanying administrative guidelines. Often the person(s) designated to assist a District Compliance Officer is/are called Deputy or Assistant Compliance Officer(s). If the Board elects this alternative approach, it would designate a District Compliance Officer for purposes of this policy, and then designate the other position(s) through its AG. The person(s) in the alternative support role(s) will need to be trained in the same manner as the District Compliance Officer.
2. The Board must list in this policy either the Name(s) or Title(s) of the District Compliance Officer(s); while the Board may list both the Name(s) and Title(s), Neola suggests that the Board only list the Title(s) in this policy (so the Board does not need to revise/amend the policy whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name(s) and Title(s) in the requisite notices/postings (e.g., website) and publications (e.g., handbooks).
3. Reminder: Whenever a new person begins to serve as the District Compliance Officer (or in a support role to the District Compliance Officer), the District needs to make sure the new person is appropriately trained, in a timely manner, to fulfill the responsibilities of the position to which the person is assigned.]

[END OF DRAFTING NOTES]

The Board designates and authorizes the following individual(s) to coordinate its efforts to comply with the Board's responsibilities under Federal and State laws that prohibit discrimination, including harassment, based on Protected Classes and retaliation (also known as "Civil Rights Coordinator(s)" or "Anti-Harassment Compliance Officer(s)") (hereinafter referred to as the "District Compliance Officer(s)" or "CO(s)"):

Kathryn Aguilar
(Name and/or School District Title)
730 Raider Dr., Suite 3150, Arcadia, WI 54612
(Office Address)
aguilarka@arcadia.k12.wi.us
(Email Address)
608-323-3315, ext. 3213
(Telephone Number)

[DRAFTING NOTE: The District may want to create a static (i.e., fixed) District Compliance Officer-specific email address and phone number that will not change when the person(s) and/or position(s) designated to be the CO(s) change(s) – e.g., CO4CivilRights@(insert District's domain) – which the Technology Director/Department can program to be forwarded to the actual individual(s) serving as the District Compliance Officer(s) at any given time. Likewise, the District may want to establish a static Telephone Number for the position of District Compliance Officer that can be forwarded to, and accessed by, the actual person(s) serving in the CO position(s) at any given time. These two (2) steps will help reduce the information that

needs to be updated in policy, AG, and/or the requisite notices/postings and publications when changes occur to the specific person(s)/position(s) designated to serve as the CO(s).]

[DRAFTING NOTE: Complete the following information if the Board appoints more than one (1) District Compliance Officer.]

[] [DESIGNATION OF A SECOND DISTRICT COMPLIANCE OFFICER]

Carmen Lee

(Name and/or School District Title)

730 Raider Dr., Suite 3150, Arcadia, WI 54612

(Office Address)

leec@arcadia.k12.wi.us

(Email Address)

608-323-3315, ext. 4104

(Telephone Number)

[END OF OPTION]

[DRAFTING NOTE: As discussed above, if the Board designates more than one (1) CO, Neola recommends that the District select the following option.]

[] The Board designates _____ [DRAFTING NOTE: Insert Name and/or Title of the District Compliance Officer who is ultimately responsible for the District's compliance with its responsibilities under Federal and State laws that prohibit discrimination/harassment based on Protected Classes and retaliation] as the individual who is ultimately responsible for oversight over the Board's compliance with applicable Federal and State laws and regulations that prohibit discrimination based on the basis of Protected Classes and retaliation. **[END OF OPTION]**

[] The District Compliance Officer may delegate specific duties to one (1) or more designees. **[END OF OPTION]**

The contact information concerning the District Compliance Officer(s) will be published on the School District's website () and annually **[END OF OPTION]**:

- A. () in parent/student and staff handbooks.
- B. () in the School District Annual Report to the public.
- C. (x) on each individual school's website.
- D. () in the School District's calendar.
- E. () _____.

[DRAFTING NOTE: The Board may want to select the following option when the District Administrator is not the CO. While Neola recognizes that this may not always be possible, it may be preferable to have the CO be someone other than the District Administrator because then – if the CO serves as the investigator and decisionmaker – the District Administrator can serve as the appeal decisionmaker or the facilitator for the informal resolution process.]

[] The District Compliance Officer(s) shall report directly to the District Administrator except when the District Administrator is a party to a complaint (i.e., either the complainant or the respondent). Under such circumstances, the CO(s) shall report directly to: **[SELECT ONE OF THE FOLLOWING]** () the Board President () the Board's Legal Counsel () _____ **[OTHER]** **[END OF INTERNAL OPTIONS]** until the matter in which the District Administrator is a party is concluded. **[END OF OPTION]**

Questions about this policy should be directed to the District Compliance Officer(s).

The CO(s) is/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, harassment, retaliation, or denial of equal

opportunity/access. The CO(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), Genetic Information Nondiscrimination Act (GINA), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. Copies of the laws and regulations listed above are available upon request from the CO(s).

The CO(s) shall monitor the District's education programs and activities for barriers to reporting information about conduct that reasonably may constitute Prohibited Conduct pursuant to Federal and/or State laws that prohibit discrimination/harassment based on the basis of a Protected Class/Category and retaliation, and take steps reasonably calculated to address such barriers.

Notice of Nondiscrimination

The District Administrator shall provide notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s). Such notice will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Reports and Complaints of Prohibited Conduct and Retaliation

Employees are required to report incidents of Prohibited Conduct 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 as soon as reasonably practicable.

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 Prohibited Conduct involving the discrimination or harassment of an employee or applicant based upon their gender status, sexual orientation, and gender identity.

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

Employees who believe they have been subject to Prohibited Conduct 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 practicable 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 Prohibited Conduct or Retaliation. COs shall accept reports of Prohibited Conduct or 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 Prohibited Conduct or 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 Prohibited Conduct/Retaliation), or (☒) ~~[OPTION 1]~~ the CO will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. ~~[END OF OPTION 1] (-) [OPTION 2] the District Administrator will designate a specific individual to conduct the~~

~~process necessary for an informal or formal investigation.~~ **[END OF OPTION 2]** - The CO will provide a copy of this policy to the Complainant and the Respondent upon request.

Any Board employee who directly observes Prohibited Conduct/Retaliation is obligated, in accordance with this policy, to report such observations to one of the COs as soon as reasonably practicable. 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 promptly notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the Complainant as soon as reasonably practicable to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 4122 F2)

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to Prohibited Conduct 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 Prohibited Conduct/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 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 Prohibited Conduct/Retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the District Administrator or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO or, if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of Prohibited Conduct and Retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint as soon as reasonably practicable after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, as soon as reasonably practicable.

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 Prohibited Conduct 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 still may take whatever actions are deemed appropriate in consultation with the District Administrator.

As soon as reasonably practicable, 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 a reasonable timeframe established by the CO or designee based on the circumstances.

~~[] [OPTION 1] Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of Prohibited Conduct based on a protected class or Retaliation as promptly as reasonably practicable after receiving the formal complaint.~~ ☒ [OPTION 2] Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress. **[END-OF-OPTIONS]**

The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of the Prohibited Conduct/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 Prohibited Conduct or Retaliation occurred, a preponderance of evidence standard will be used.

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

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

Absent extenuating circumstances, within a reasonable timeframe after receiving the report of the CO, the District Administrator either must issue a written decision regarding whether the charges have been

substantiated or request further investigation. A summary of the District Administrator's final decision will be provided to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed as soon as reasonably practicable, taking into account the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

If the District Administrator determines the Respondent engaged in Prohibited Conduct/Retaliation toward the Complainant, the District Administrator 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.

~~[] The decision of the District Administrator shall be final.~~

OR

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

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within a reasonable timeframe after 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.

[END OF OPTIONS]

The Board reserves the right to investigate and resolve a complaint or report of Prohibited Conduct/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 Prohibited Conduct/Retaliation, 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 Prohibited Conduct 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 Prohibited Conduct by taking appropriate action reasonably calculated to stop and prevent further misconduct.

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

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging Prohibited Conduct/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 Prohibited Conduct, 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.

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 Prohibited Conduct based on expressive conduct that is protected by the First Amendment.

Education and Training

All District Compliance Officer(s), and other persons who are responsible for implementing the Board's complaint procedures or have the authority to modify or terminate supportive measures shall receive training related to their duties under applicable Federal and State laws and this policy. ~~[] The training shall be provided promptly upon hiring or a change of position that alters their duties under this policy, and annually thereafter. [END OF OPTION]~~ The training shall not rely on stereotypes involving Protected Classes.

~~[] Training materials will be made available for inspection upon request by members of the public. [END OF OPTION]~~

Recordkeeping (including 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 must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315 - Information Management) created and received as part of an investigation. Records and materials associated with the implementation of this policy shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for the period set in the District's records retention schedule.

These records may include, but are not limited to the following:

- 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; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is**

best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.] [DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]

- Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. () -copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. () -copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- T. () -copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;
- U. () -copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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Legal References:

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. 1092(F)(6)(A)(v)

20 U.S.C. 1232g

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 C.F.R. Part 1635

29 U.S.C. 201 et seq., The Fair Labor Standards Act (FLSA)

29 U.S.C. 218d, PUMP for Nursing Mothers Act (PUMP Act)

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 701 et seq. (in particular 794), Rehabilitation Act of 1973, as amended

34 C.F.R. Part 110 (7/27/93)

38 U.S.C. Chapter 43 4301-4335 (see in particular 4311(a) [prohibits discrimination based on military service] and 4312 [reemployment rights]), Uniformed Services Employment and Reemployment Rights Act (USERRA)

42 U.S.C. 1983

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq., Civil Rights Act of 1964 (e.g., Title VI and Title VII), as amended by the Pregnancy Discrimination Act

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 2000gg, Pregnant Workers Fairness Act (PWFA)

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

Fourteenth Amendment, U.S. Constitution

VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po4122.02

Special Update - Nondiscrimination - July 2026 Rescind NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

Rescind Policy - Vol. 35, No. 2 - Special Update - Nondiscrimination

4122.02-- **NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

The Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify applicants or employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of the person as an employee, based on genetic information. Harassment of a person because of genetic information also is prohibited. Likewise, retaliation against a person for identifying, objecting to, or filing a complaint concerning a violation of this policy is prohibited.

The identity of the Compliance Officer (see Policy 4122 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a Board employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the Board.

[] The Board recognizes that genetic information may be acquired through commercially and publicly available media including newspapers, books, magazines, periodicals, television shows or the Internet. The Board prohibits its employees and agents including commercial background investigation agents from searching these sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information. If genetic information about an employee or applicant is obtained in error, it shall immediately be redacted and not shared beyond the point of first receipt.

As used in this policy, "genetic information" means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for or receipt of genetic services or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant

woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA.

If the Board's employees or agents legally and/or inadvertently receive genetic information about an employee or applicant, it shall be treated as a confidential medical record in accordance with law.

The District's Compliance Officer (see Policy 4122 - Nondiscrimination and Equal Employment Opportunity) is responsible for overseeing the Board's compliance with this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the Board's compliance with GINA. This person shall be responsible for working with the Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer also shall verify that proper notice of nondiscrimination for Title II of GINA is provided to staff members, and that all requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) are accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement

The Genetic Information Nondiscrimination Act of 2008 or "GINA" prohibits employers and other entities covered by the law, including the Board, from requesting or requiring genetic information of an employee or applicant or family member of an employee or applicant, except as specifically allowed by law. To comply with GINA, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Questions concerning compliance with the requirements of GINA may be directed to the GINA Compliance Officer at _____ [phone] :

[] The Board offers health services, () including a wellness program. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the District and no applicant or employee shall be identified or identifiable from the reported information.

The grievance procedure for complaints of discrimination in Policy 4122 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if a District employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

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Legal

42 U.S.C. 2000ff et seq.

Title II, The Genetic Information Nondiscrimination Act of 2008

29 C.F.R. Part 1635

VOL. 35, NO. 2 - SPECIAL UPDATE - NONDISCRIMINATION

po4362

Special Update - Nondiscrimination - July 2026 Rescind EMPLOYEE ANTI-HARASSMENT

Rescind Policy - Vol. 35, No. 2 - Special Update - Nondiscrimination

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 calculated 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.

[] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.

Notice

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

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

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

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

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

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

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

Bullying

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

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

“Harassment” 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- [END OF OPTION] -- Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/ (-) -AG 2266 [END OF OPTION] -- Nondiscrimination on the Basis of Sex in Education Programs or Activities:

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

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- 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:
 - 1. () _____;
 - 2. () _____.

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

[END OF BOUNDARY INVASIONS OPTION]

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 or COs):

[DRAFTING NOTE: - Neola suggests the Board - appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The same individual(s) assigned to serve as Compliance Officer(s) may also be assigned to serve as the District's Section 504 Compliance Officer(s) /ADA Coordinator(s) and/or Title IX Coordinator(s). Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer , as appropriate .]

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B. ☐ in the parent and staff handbooks.
- C. ☐ in the School District Annual Report to the public.
- D. ☐ on each individual school's website.
- E. ☐ in the School District's calendar.
- F. ☐ _____

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

Reports and Complaints of Harassing Conduct

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

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or **[] Option 1** the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. **[END OF OPTION 1] [] Option 2** the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. **[END OF OPTION 2]** The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

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

Members of the School District community along with Third Parties 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 knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in

D below:

- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
 - 1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.
 - 2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 4362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School-District community, and third parties who seek support or advice when informing another individual about unwelcome conduct.

The COs are assigned to accept complaints of harassment directly from any member of the School-District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School-District community should report incidents of harassment that are reported to them to the CO within two (2) days of learning of the incident.

Investigation and Complaint Procedure (see Form 4362 F1)

Except for Sexual Harassment that is covered by Policy 2266--Nondiscrimination on the Basis of Sex in Education Programs 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 District Administrator or other supervisory employees. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, will consult with the other CO, if any, and if appropriate appoint/designate another individual to serve as CO for the 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, District Administrator, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) 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 District Administrator. 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. The Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the

Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within two (2) 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.

[] [OPTION 1] Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a protected class or retaliation within fifteen (15) days of receiving the formal complaint. **[] [OPTION 2]** Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress. **[END OF OPTIONS]**

The investigation will include:

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

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

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may **()** in consultation with the District Administrator or Board President, if the matter involves the District Administrator, **[END OF OPTION]** 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 District Administrator 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 District Administrator's final decision will be delivered to both the Complainant and the Respondent.

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

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

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 4340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or 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 District Administrator placing any employee involved in an investigation under this policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

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

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

Remedial Action 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 harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

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

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

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

Retaliation

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

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

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

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

Allegations Constituting Criminal Conduct

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

If the complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the () Board President () 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 District Administrator.

Reprisal

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

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

Miscellaneous

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

A. (-) link to (-) summary of [END OF OPTION] this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

Education and Training

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

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

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all 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; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**

[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]

- Q. () -documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. () -copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. () -copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- T. () -copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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

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Legal

111.31, 118.195, 118.20, Wis. Stats.

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1635

National School Boards Association Inquiry and Analysis - May 2008

PROGRAM

po2522

LIBRARY MEDIA CENTERS

ADOPTED Mar 15, 2021 · REVISED Sep 21, 2026

2522 - **LIBRARY MEDIA CENTERS**

The Board believes that school library media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a library media center in each school in the District.

The Superintendent shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a three (3) year plan for library media services developed by the library director and approved by administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school library media centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of good literature;
- C. To provide a comprehensive and coordinated collection of current resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;

G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;

H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The library director shall establish procedures consistent with the District's three (3) year library plan related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

Requests, Suggestions, or Complaints

Challenges to instructional materials shall be handled in accordance with Policy 9130 - Public Requests, Suggestions, or Complaints.

Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

All requests under this policy for reconsideration of library materials shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library director, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed below utilizing the "Citizen Request for Reconsideration of Material" form.
- B. The request is to be addressed to the building principal, in writing and shall include the following information.
 1. author;
 2. title;

3. publisher;

4. the individual's familiarity with the material, including how much of the entire book/resource being challenged has been read by the complainant;

5. for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on non-discrimination, is not age-appropriate or developmentally appropriate for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.

C. A Reconsideration Committee may be appointed by the Superintendent, upon receipt of the formal complaint, which shall consist of the following members:

1. a building level administrator;

2. a teacher;

3. a library director;

4. a reading specialist or language arts teacher; and

5. a member of the community.

D. The procedures for the Reconsideration Committee will be as follows:

1. The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.

2. The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.

3. The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available.

4. The requestor may make an initial verbal presentation concerning the request or may choose to rely on the written request already submitted. The complainant is asked to provide sources for quotes used during this presentation.

5. During the initial or subsequent meetings, the committee will issue a majority approved recommendation to the Superintendent whether to retain the materials, move the resources to a different level, or remove the resource.
6. The committee's recommendation shall be reported to the Superintendent in writing within five (5) business days following the committee's decision.

The Superintendent will advise the requestor, in writing, of the committee's recommendation and the Superintendent's decision. The Superintendent shall also advise the Board of the committee's recommendation and the decision.

- E. The requestor may appeal a decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request. The Board may receive additional evidence or reach a determination based on the record.

The decision of the Board shall be final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the Superintendent determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for five (5) years before new requests for reconsideration of those items will be entertained.

Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library director. The Superintendent will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;

- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

Parental/Police Access to Library Information

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources, and services students choose to use at the District's libraries.

Parents of a student under the age of sixteen (16) have the right to review, upon request (see Form 2416.01 F1), library records relating to the use of the library's documents or other materials, resources, or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a

surveillance device under the control of the library that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

Inter-Library Loans

~~The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.~~

Fines

Students may be assessed fines for the damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Revised 11/14/22

Revised 12/19/22

Revised 10/30/24

Revised 4/20/26

T.C. 9/21/26

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Legal

43.30(5)(a), Wis. Stats.

43.70, 43.72, 121.02(1)(h), Wis. Stats.

PI 8.01(2)(h) and PI 9.03(1)(e)

AP Check Register

AP Run: AP 07.30.2026 — Post Date: 2026-07-30 — AP Run Type: R SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
07/30/2026	1207	Check	THE MATH LEARNING CENTER	990.00
Total:				990.00

AP 07.30.2026 Summary		
Type	Count	Amount
Regular Checks:	1	990.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	990.00

AP Check Register

AP Run: AP 08.31.2026 Fund46 — Post Date: 2026-08-31 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
08/31/2026	4600000001	Check	Always Affordable Container Service & Welding, LLC	1,950.00
08/31/2026	4600000002	Check	J&B LANDSCAPING LLC	13,624.53
08/31/2026	4600000003	Check	MENARDS	778.70
08/31/2026	4600000004	Check	MENARDS	2,016.00
08/31/2026	4600000005	Check	MENARDS	1,819.81
08/31/2026	4600000006	Check	MENARDS	1,440.00
08/31/2026	4600000007	Check	MENARDS	1,800.00
08/31/2026	4600000008	Check	WINONA CONTROLS INC	5,095.20
Total:				28,524.24

AP 08.31.2026 Fund46 Summary

Type	Count	Amount
Regular Checks:	8	28,524.24
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	8	28,524.24

AP Check Register

AP Run: HS ATHL — Post Date: 2026-09-01 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/01/2026	1194	Check	Ackerman, Leon	70.00
09/01/2026	1195	Check	Babinec, Joel	175.00
09/01/2026	1196	Check	CAPPELLE, PEYTON	70.00
09/01/2026	1197	Check	Czeiska, Jackie	175.00
Total:				490.00

HS ATHL Summary

Type	Count	Amount
Regular Checks:	4	490.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	4	490.00

AP Check Register

AP Run: AP Run 9/1/26 — Post Date: 2026-09-01 — AP Run Type: V

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/01/2026	1194	Check	Ackerman, Leon	-70.00
09/01/2026	1196	Check	CAPPELLE, PEYTON	-70.00
Total:				-140.00

AP Run 9/1/26 Summary

Type	Count	Amount
Regular Checks:	2	-140.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	-140.00

AP Check Register

AP Run: HS Athletics — Post Date: 2026-09-03 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/03/2026	1198	Check	Filter, Maddox	150.00
09/03/2026	1199	Check	Ripplinger, David	190.00
09/03/2026	1200	Check	Schiefelbein, Kit	150.00
Total:				490.00

HS Athletics Summary

Type	Count	Amount
Regular Checks:	3	490.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	490.00

AP Check Register

AP Run: AP 09.03.2026 Visa — Post Date: 2026-09-03 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/03/2026	1201	Check	VISA	764.87
09/03/2026	8000101	Wire Transfer	VISA	384.95
Total:				1,149.82

AP 09.03.2026 Visa Summary

Type	Count	Amount
Regular Checks:	1	764.87
ACH Checks:	0	0.00
Wire Transfers:	1	384.95
Epayables:	0	0.00
Total:	2	1,149.82

AP Check Register

AP Run: AP 09.03.2026 Visa2 — Post Date: 2026-09-03 — AP Run Type: R SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/03/2026	1202	Check	VISA	192.00
Total:				192.00

AP 09.03.2026 Visa2 Summary		
Type	Count	Amount
Regular Checks:	1	192.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	192.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/04/2026	4000000034	Check	Birdy Boutique & Fundraiser Blankets	4,510.00
09/04/2026	4000000035	Check	Braunschweig, Timothy A	1,421.91
Total:				5,931.91

HS Act Summary		
Type	Count	Amount
Regular Checks:	2	5,931.91
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	5,931.91

AP Check Register

AP Run: Unprinted Checks — Post Date: 2026-09-04 — AP Run Type: V

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/04/2026	4000000034	Check	Birdy Boutique & Fundraiser Blankets	-4,510.00
09/04/2026	4000000035	Check	Braunschweig, Timothy A	-1,421.91
Total:				-5,931.91

Unprinted Checks Summary

Type	Count	Amount
Regular Checks:	2	-5,931.91
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	-5,931.91

AP Check Register

AP Run: HS Act Checks — Post Date: 2026-09-04 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/04/2026	4000000036	Check	Birdy Boutique & Fundraiser Blankets	4,510.00
09/04/2026	4000000037	Check	Braunschweig, Timothy A	1,421.91
Total:				5,931.91

HS Act Checks Summary

Type	Count	Amount
Regular Checks:	2	5,931.91
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	5,931.91

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/04/2026	1203	Check	Verona High School	460.00
Total:				460.00

HS Athletic Summary		
Type	Count	Amount
Regular Checks:	1	460.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	460.00

AP Check Register

AP Run: MS ACT 09/04/26 — Post Date: 2026-09-04 — AP Run Type: R SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/04/2026	2000000001	Check	SSE MUSIC	2,158.00
Total:				2,158.00

MS ACT 09/04/26 Summary		
Type	Count	Amount
Regular Checks:	1	2,158.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	2,158.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/04/2026	2000000002	Check	School District of Arcadia	882.35
Total:				882.35

MS ACT 9/4/26-2 Summary		
Type	Count	Amount
Regular Checks:	1	882.35
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	882.35

AP Check Register

AP Run: Athletics 9/8/26 — Post Date: 2026-09-08 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/08/2026	1204	Check	Ackerman, Leon	120.00
09/08/2026	1205	Check	Bartels, George	120.00
09/08/2026	1206	Check	Bignell, Katie	120.00
Total:				360.00

Athletics 9/8/26 Summary

Type	Count	Amount
Regular Checks:	3	360.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	360.00

AP Check Register

AP Run: HS Athletics — Post Date: 2026-09-10 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/10/2026	1208	Check	DEBOER, JEFFREY	175.00
09/10/2026	1209	Check	MILLER, JOHN	175.00
Total:				350.00

HS Athletics Summary

Type	Count	Amount
Regular Checks:	2	350.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	350.00

AP Check Register

AP Run: Athletic Checks — Post Date: 2026-09-11 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/11/2026	1210	Check	Daleiden, John P	115.00
09/11/2026	1211	Check	HASSEMER, JAMIE	115.00
09/11/2026	1212	Check	Pientok, David	115.00
09/11/2026	1213	Check	Schmidt, Rick	115.00
09/11/2026	1214	Check	SWENSON, SARA	120.00
09/11/2026	1215	Check	Walek, Charles J	115.00
Total:				695.00

Athletic Checks Summary

Type	Count	Amount
Regular Checks:	6	695.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	6	695.00

AP Check Register

AP Run: AP09.14.2026 — Post Date: 2026-09-14 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/14/2026	1216	Check	AGEDNET.COM	465.00
09/14/2026	1217	Check	ARCADIA FARM & HOME	18.99
09/14/2026	1218	Check	ASCENDANCE TRUCKS CENTRAL	298.85
09/14/2026	1219	Check	AWSA-WFEA	598.00
09/14/2026	1220	Check	BACKGROUND INVESTIGATION BUREAU	115.15
09/14/2026	1221	Check	BLICK ART MATERIALS	923.74
09/14/2026	1222	Check	BLOEDOW'S BAKERY	305.70
09/14/2026	1223	Check	CESA #6	4,047.04
09/14/2026	1224	Check	CHRYSLER WINONA	2,754.50
09/14/2026	1225	Check	COLBY PHARMACY	183.52
09/14/2026	1226	Check	CONSOLIDATED ENERGY COMPANY	1,463.77
09/14/2026	1227	Check	CONTINENTAL CLAY CO	282.01
09/14/2026	1228	Check	DeWitt, LPP	3,140.00
09/14/2026	1229	Check	DRIFT AND BLOOM PEDIATRIC THERAPY LLC	2,040.00
09/14/2026	1230	Check	EAST SIDE JERSEY DAIRY	3,985.75
09/14/2026	1231	Check	EWELL EDUCATIONAL SERVICES	540.00
09/14/2026	1232	Check	FOLLETT CONTENT SOLUTIONS LLC	2,301.26
09/14/2026	1233	Check	FRIENDZY, INC	2,604.24
09/14/2026	1234	Check	Gibson, Janell	30.00
09/14/2026	1235	Check	Hawkins & Ash CPAs	6,000.00
09/14/2026	1236	Check	HEARTLAND BUSINESS SYSTEMS	2,200.00
09/14/2026	1237	Check	HIGH FOREST BOBCAT SERVICE	510.10
09/14/2026	1238	Check	HILLTOPPER REFUSE & RECYCLING	229.26
09/14/2026	1239	Check	HIS - DAN WICKA	569.52
09/14/2026	1240	Check	HOWARD'S HARDWARE HANK	942.78
09/14/2026	1241	Check	HS FENCE COMPANY LLC	3,950.00
09/14/2026	1242	Check	HUBERT	2,721.77
09/14/2026	1243	Check	IMPERIAL BRADY	291.36
09/14/2026	1244	Check	INDIANHEAD FOODSERVICE DISTRIB	34,451.26
09/14/2026	1245	Check	INSIGHT PUBLIC SECTOR	755.52
09/14/2026	1246	Check	J.W. PEPPER & SON	57.74
09/14/2026	1247	Check	Joyce, Albert	475.00
09/14/2026	1248	Check	KWIK TRIP	1,534.06

AP Check Register

AP Run: AP09.14.2026 — Post Date: 2026-09-14 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/14/2026	1249	Check	LAMINATOR.COM	137.66
09/14/2026	1250	Check	Larrabee, Avery	54.26
09/14/2026	1251	Check	MAYO CLINIC	1,530.00
09/14/2026	1252	Check	MISSISSIPPI WELDERS SUPPLY	970.22
09/14/2026	1253	Check	NAPA AUTO PARTS	228.65
09/14/2026	1254	Check	NINGENIUS STUDIOS LLC	119.99
09/14/2026	1255	Check	PROFESSIONAL SPEECH THERAPIST, LLC	18,200.00
09/14/2026	1256	Check	RANDY'S NEIGHBORHOOD MARKET	606.33
09/14/2026	1257	Check	RELIABLE WATER SERVICES	1,510.06
09/14/2026	1258	Check	Robert Olson Lumber, LLC	1,000.00
09/14/2026	1259	Check	Rock Oil Refining, Inc	86.25
09/14/2026	1260	Check	SCHOLASTIC	56.63
09/14/2026	1261	Check	Sonnentag, Lynn M	216.00
09/14/2026	1262	Check	SSE MUSIC	69.99
09/14/2026	1263	Check	SUMMIT FIRE PROTECTION	1,750.10
09/14/2026	1264	Check	TCC	648.54
09/14/2026	1265	Check	TERMINIX WIL-KIL	1,753.51
09/14/2026	1266	Check	THE PIVOT DESK LLC	12,000.00
09/14/2026	1267	Check	The Stem Academy	13,860.39
09/14/2026	1268	Check	TK ELEVATOR CORPORATION	1,646.42
09/14/2026	1269	Check	TRI-CITY SANITATION SERVICES	1,351.50
09/14/2026	1270	Check	ULINE	472.99
09/14/2026	1271	Check	UNEMPLOYMENT INSURANCE	113.66
09/14/2026	1272	Check	UNI-HYDRO INC	10,885.40
09/14/2026	1273	Check	VESTIS	1,243.30
09/14/2026	1274	Check	WEST MUSIC	99.98
09/14/2026	1275	Check	WI ASSOC OF SCHOOL BOARDS	395.00
09/14/2026	1276	Check	WI LIBRARY SERVICES	11,040.66
09/14/2026	1277	Check	WILSON LANGUAGE TRAINING CORP	24.00
09/14/2026	1278	Check	WINONA CONTROLS INC	9,536.17
09/14/2026	1279	Check	Wired Fox Technologies	2,042.40
09/14/2026	1280	Check	WISCONSIN BUS SALES	78.67
09/14/2026	1281	Check	WISCONSIN FFA CENTER INC	450.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
Total:				174,964.62

AP09.14.2026 Summary		
Type	Count	Amount
Regular Checks:	66	174,964.62
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	66	174,964.62

AP Check Register

AP Run: Athletics 9/14/26 — Post Date: 2026-09-14 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/14/2026	1282	Check	CRUZ, EMANUEL	75.00
09/14/2026	1283	Check	LOWENSTEIN, JAY	75.00
Total:				150.00

Athletics 9/14/26 Summary		
Type	Count	Amount
Regular Checks:	2	150.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	2	150.00

AP Check Register

AP Run: 9/14/26 HS ACTivity — Post Date: 2026-09-14 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/14/2026	4000000038	Check	AMAZON CAPITAL SERVICES	346.22
09/14/2026	4000000039	Check	KWIK TRIP	91.26
09/14/2026	4000000040	Check	RANDY'S NEIGHBORHOOD MARKET	12.87
Total:				450.35

9/14/26 HS ACTivity Summary

Type	Count	Amount
Regular Checks:	3	450.35
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	450.35

AP Check Register

AP Run: HS Activity- FFA — Post Date: 2026-09-14 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/14/2026	4000000041	Check	KWIK TRIP	86.86
Total:				86.86

HS Activity- FFA Summary

Type	Count	Amount
Regular Checks:	1	86.86
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	86.86

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/15/2026	1284	Check	UNITED STATES POSTAL SERVICE	122.94
Total:				122.94

09.152026 Summary		
Type	Count	Amount
Regular Checks:	1	122.94
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	122.94

AP Check Register

AP Run: 9/15/26 HS Athletics — Post Date: 2026-09-15 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/15/2026	1285	Check	CRUZ, EMANUEL	150.00
09/15/2026	1286	Check	GUMZ, DEAN	190.00
09/15/2026	1287	Check	HANSEN, REID	175.00
09/15/2026	1288	Check	LOWENSTEIN, JAY	150.00
09/15/2026	1289	Check	MURPHY, MATTHEW	175.00
Total:				840.00

9/15/26 HS Athletics Summary

Type	Count	Amount
Regular Checks:	5	840.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	5	840.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/15/2026	4000000042	Check	KWIK TRIP	5.94
Total:				5.94

9/15/2026 HS Act Summary		
Type	Count	Amount
Regular Checks:	1	5.94
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	5.94

AP Check Register

AP Run: HS ACTIVITY — Post Date: 2026-09-17 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/17/2026	4000000043	Check	EDGE GRAPHICS	428.13
09/17/2026	4000000044	Check	FIRST NATIONAL BANK & TRUST	1,776.72
09/17/2026	4000000045	Check	LISOWSKI, STACEY	189.90
09/17/2026	4000000046	Check	PEHLER DISTRIBUTING	270.00
09/17/2026	8000000002	Wire Transfer	FIRST NATIONAL BANK & TRUST	475.59
Total:				3,140.34

HS ACTIVITY Summary

Type	Count	Amount
Regular Checks:	4	2,664.75
ACH Checks:	0	0.00
Wire Transfers:	1	475.59
Epayables:	0	0.00
Total:	5	3,140.34

AP Check Register

AP Run: 9/17/26 athletics — Post Date: 2026-09-17 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/17/2026	1290	Check	Ackerman, Leon	80.00
09/17/2026	1291	Check	ADAMS, JOHN	115.00
09/17/2026	1292	Check	Daleiden, John P	60.00
09/17/2026	1293	Check	ERLANDSON, KEVIN	115.00
09/17/2026	1294	Check	Ferguson, Lawrence W	60.00
09/17/2026	1295	Check	GRZADZIELWSKI, JOSH	60.00
09/17/2026	1296	Check	HUND, CHRIS	60.00
09/17/2026	1297	Check	KOEPNICK, SCOTT	115.00
09/17/2026	1298	Check	LOCKINGTON, JEFF	115.00
09/17/2026	1299	Check	METCALFE, RON	80.00
09/17/2026	1300	Check	URBANEK, BENJAMIN	115.00
Total:				975.00

9/17/26 athletics Summary

Type	Count	Amount
Regular Checks:	11	975.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	11	975.00

AP Check Register

AP Run: D.O. - AP VISA ST09222026 — Post Date: 2026-09-16 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/16/2026	8000108	Wire Transfer	VISA	4,980.61
09/16/2026	8000109	Wire Transfer	WEBSTRAURANTSTORE	2,004.00
Total:				6,984.61

D.O. - AP VISA ST09222026 Summary

Type	Count	Amount
Regular Checks:	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	6,984.61
Epayables:	0	0.00
Total:	2	6,984.61

AP Check Register

AP Run: D.O. AP 09.17.2026 — Post Date: 2026-09-17 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/17/2026	1301	Check	ARCADE PORTABLES	110.00
09/17/2026	1302	Check	ASPi Solutions, Inc	349.00
09/17/2026	1303	Check	AUDIO MAX PRODUCTION LLC	1,974.96
09/17/2026	1304	Check	BECKY MAUG CLEANING INC	1,340.00
09/17/2026	1305	Check	BJOREM SPEECH PUBLICATIONS, LLC.	709.94
09/17/2026	1306	Check	BLICK ART MATERIALS	12.06
09/17/2026	1307	Check	CHIPPEWA VALLEY SPORTING GOODS	1,280.00
09/17/2026	1308	Check	CONSOLIDATED ENERGY COMPANY	37,900.00
09/17/2026	1309	Check	EDGE GRAPHICS	24.00
09/17/2026	1310	Check	EMC INSURANCE COMPANIES	19,422.03
09/17/2026	1311	Check	FIRST NATIONAL BANK & TRUST	1,875.00
09/17/2026	1312	Check	FOLLETT CONTENT SOLUTIONS LLC	350.32
09/17/2026	1313	Check	HUEBSCH	314.20
09/17/2026	1314	Check	KEEPITSAFE	200.00
09/17/2026	1315	Check	LEITHOLD MUSIC	5,181.28
09/17/2026	1316	Check	MIDWEST BUS PARTS	379.45
09/17/2026	1317	Check	MIDWEST NATURAL GAS INC	990.42
09/17/2026	1318	Check	Nelson, Kara R	810.00
09/17/2026	1319	Check	NextEra Energy Services Gas, LLC	1,407.30
09/17/2026	1320	Check	PAN-O-GOLD BAKING CO	629.94
09/17/2026	1321	Check	PEARSON ASSESSMENTS	715.23
09/17/2026	1322	Check	PLAYAWAY PRODUCTS	1,843.68
09/17/2026	1323	Check	RHYME BUSINESS PRODUCTS	3,106.85
09/17/2026	1324	Check	SawStop LLC	422.50
09/17/2026	1325	Check	SCHOLASTIC	2,045.38
09/17/2026	1326	Check	SCHUSTER, THURSTON	60.87
09/17/2026	1327	Check	TOM'S LOCK SERVICE INC	480.00
09/17/2026	1328	Check	VERIZON WIRELESS	222.70
09/17/2026	8000111	Wire Transfer	EFTPS	2,142.01
Total:				86,299.12

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
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D.O. AP 09.17.2026 Summary		
Type	Count	Amount
Regular Checks:	28	84,157.11
ACH Checks:	0	0.00
Wire Transfers:	1	2,142.01
Epayables:	0	0.00
Total:	29	86,299.12

AP Check Register

AP Run: 9/22/26 Athletics — Post Date: 2026-09-22 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/22/2026	1329	Check	BOJAN, ELLIOT	150.00
09/22/2026	1330	Check	ISENSEE, KATIE	150.00
09/22/2026	1331	Check	MOONEY, CHRIS	190.00
Total:				490.00

9/22/26 Athletics Summary

Type	Count	Amount
Regular Checks:	3	490.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	490.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/17/2026	1294	Check	Ferguson, Lawrence W	-60.00
Total:				-60.00

VOID CK1294 Summary		
Type	Count	Amount
Regular Checks:	1	-60.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-60.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/22/2026	10000000004	Check	Pyka, Christine A	38.97
Total:				38.97

AC9/22/26 Summary		
Type	Count	Amount
Regular Checks:	1	38.97
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	38.97

AP Check Register

AP Run: Athletic Tournament Fees — Post Date: 2026-09-22 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/22/2026	1332	Check	Black River Falls High School	50.00
09/22/2026	1333	Check	Cochrane-Fountain City School District	50.00
09/22/2026	1334	Check	Columbus Catholic School	250.00
09/22/2026	1335	Check	DURAND-ARKANSAS HIGH SCHOOL	200.00
09/22/2026	1336	Check	Luther High School	175.00
Total:				725.00

Athletic Tournament Fees Summary

Type	Count	Amount
Regular Checks:	5	725.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	5	725.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/17/2026	1324	Check	SawStop LLC	-422.50
Total:				-422.50

AP VOID CHECK#1324 Summary

Type	Count	Amount
Regular Checks:	1	-422.50
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-422.50

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/23/2026	20000000003	Check	RANDY'S NEIGHBORHOOD MARKET	7.98
Total:				7.98

MS Activity 9/23/26 Summary		
Type	Count	Amount
Regular Checks:	1	7.98
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	7.98

AP Check Register

AP Run: AP09.23.2026 — Post Date: 2026-09-23 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/23/2026	1337	Check	ARCADIA AMBULANCE SERVICE	175.00
09/23/2026	1338	Check	ARCADIA FARM & HOME	114.00
09/23/2026	1339	Check	BENEDICT REFRIGERATION	1,386.91
09/23/2026	1340	Check	BOARDMAN & CLARK	2,529.00
09/23/2026	1341	Check	BRIGHTSPEED	390.28
09/23/2026	1342	Check	CHIPPEWA VALLEY SPORTING GOODS	6,420.00
09/23/2026	1343	Check	Cochlear Americas	315.00
09/23/2026	1344	Check	Dell Technologies	8,697.15
09/23/2026	1345	Check	Depart of Corrections DMS Bureau of Financial & Admin Svcs	1,700.00
09/23/2026	1346	Check	FOLLETT CONTENT SOLUTIONS LLC	1,953.48
09/23/2026	1347	Check	Giemza, Stacey J	1,455.00
09/23/2026	1348	Check	GILLETTE PEPSI	281.00
09/23/2026	1349	Check	H&M UNDERGROUND SOLUTIONS	4,250.00
09/23/2026	1350	Check	HUBERT	2,228.15
09/23/2026	1351	Check	Kimmel, John C	103.00
09/23/2026	1352	Check	Lee, Carmen A	164.99
09/23/2026	1353	Check	MCGRAW-HILL	854.96
09/23/2026	1354	Check	MIDWEST NATURAL GAS	730.90
09/23/2026	1355	Check	Pank Chiropractic, Inc.	300.00
09/23/2026	1356	Check	PLAYAWAY PRODUCTS	2,773.58
09/23/2026	1357	Check	ROYAL PUBLISHING	195.00
09/23/2026	1358	Check	School Outfitters	334.99
09/23/2026	1359	Check	SERTICH ENVIRONMENTAL SERVICES	266.67
09/23/2026	1360	Check	SERVPRO of Madison	9,169.10
09/23/2026	1361	Check	SUMMIT COMMERCIAL FITNESS	448.30
09/23/2026	1362	Check	TODD'S REFRIGERATION	858.79
09/23/2026	1363	Check	VERIZON WIRELESS	46.25
09/23/2026	1364	Check	WASBO	325.00
09/23/2026	1365	Check	WI LIBRARY SERVICES	441.22
Total:				48,907.72

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
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AP09.23.2026 Summary		
Type	Count	Amount
Regular Checks:	29	48,907.72
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	29	48,907.72

AP Check Register

AP Run: Athletics Officials/Entry — Post Date: 2026-09-24 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/24/2026	1366	Check	Cruz Sabillon, Luis J	75.00
09/24/2026	1367	Check	CRUZ, EMANUEL	75.00
09/24/2026	1368	Check	SPARTA HIGH SCHOOL	290.00
Total:				440.00

Athletics Officials/Entry Summary		
Type	Count	Amount
Regular Checks:	3	440.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	3	440.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
09/24/2026	1367	Check	CRUZ, EMANUEL	-75.00
Total:				-75.00

Void Official Summary		
Type	Count	Amount
Regular Checks:	1	-75.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-75.00

AP Check Register

AP Run: Athletics 9/28/26 — Post Date: 2026-09-28 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/28/2026	1369	Check	Bignell, Katie	80.00
09/28/2026	1370	Check	Daleiden, John P	70.00
09/28/2026	1371	Check	Ferguson, Lawrence W	70.00
09/28/2026	1372	Check	GRZADZIELWSKI, JOSH	70.00
09/28/2026	1373	Check	HUND, CHRIS	70.00
09/28/2026	1374	Check	METCALFE, RON	80.00
Total:				440.00

Athletics 9/28/26 Summary

Type	Count	Amount
Regular Checks:	6	440.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	6	440.00

AP Check Register

AP Run: D.O. 08.2026 WEA and WRS — Post Date: 2026-09-29 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/09/2026	8000112	Wire Transfer	WEA TSA TRUST	20,751.97
09/09/2026	8000113	Wire Transfer	WRS	124,240.52
Total:				144,992.49

D.O. 08.2026 WEA and WRS Summary

Type	Count	Amount
Regular Checks:	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	144,992.49
Epayables:	0	0.00
Total:	2	144,992.49

AP Check Register

AP Run: D.O. 09/15/2026 FED Tax — Post Date: 2026-09-18 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/18/2026	8000114	Wire Transfer	EFTPS	109,453.73
Total:				109,453.73

D.O. 09/15/2026 FED Tax Summary		
Type	Count	Amount
Regular Checks:	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	109,453.73
Epayables:	0	0.00
Total:	1	109,453.73

AP Check Register

AP Run: D.O. 09/15/2026 FED Tax — Post Date: 2026-09-15 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/15/2026	8000115	Wire Transfer	WISCONSIN DEPT. OF REVENUE	18,916.56
Total:				18,916.56

D.O. 09/15/2026 FED Tax Summary

Type	Count	Amount
Regular Checks:	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	18,916.56
Epayables:	0	0.00
Total:	1	18,916.56

AP Check Register

AP Run: D.O. 09.2026 Sept. Wires — Post Date: 2026-09-30 — AP Run Type: R

SCHOOL DISTRICT OF ARCADIA

Check Date	Check Number	Payment Type	Name	Check Amount
09/30/2026	8000116	Wire Transfer	ANTHEM INSURANCE	229,987.79
09/30/2026	8000117	Wire Transfer	ASSOCIATED BANK	98,921.88
09/30/2026	8000118	Wire Transfer	CITY OF ARCADIA	29,736.75
09/30/2026	8000119	Wire Transfer	EFTPS	106,948.56
09/30/2026	8000120	Wire Transfer	VISA	8,150.46
09/30/2026	8000121	Wire Transfer	WAUMANDEE STATE BANK	8.30
09/30/2026	8000122	Wire Transfer	WISCONSIN DEPT. OF REVENUE	19,582.00
Total:				493,335.74

D.O. 09.2026 Sept. Wires Summary

Type	Count	Amount
Regular Checks:	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	7	493,335.74
Epayables:	0	0.00
Total:	7	493,335.74

AP Check Register

SCHOOL DISTRICT OF ARCADIA

Fund	Total
10 - GENERAL	894,439.11
20 - School Activity Accounts	12,702.70
27 - SPECIAL EDUCATION	32,266.91
38 - OTHER DEBT SERVICE	70,215.63
39 - REFERENDUM DEBT	28,706.25
46 - CAPITAL IMPROVEMENT	28,524.24
50 - FOOD SERVICE FUND	46,442.60
80 - COMMUNITY CENTER	20,446.35
	1,133,743.79

Elementary School
Fund 21 - Activity Accounts

Activity Account	Beginning	Expenditures	Revenues	Ending
1st Grade	(\$73.50)			(\$73.50)
2nd Grade	(\$12.00)			(\$12.00)
3rd Grade	\$241.00			\$241.00
4th Grade	(\$50.26)			(\$50.26)
4K	(\$57.50)			(\$57.50)
Kingdergarten	\$243.75			\$243.75
Summer School	\$500.00			\$500.00
ES Art	\$106.39			\$106.39
ES LMC	\$100.04	\$135.82	\$29.12	(\$6.66)
Adaptive PE	\$924.85			\$924.85
Reading	\$3,085.88			\$3,085.88
Valle	\$543.38			\$543.38
ES Field Trip	\$2,486.32			\$2,486.32
Community Chest	\$4,441.16			\$4,441.16
Community Outreach	\$349.47			\$349.47
Raiders Ark	\$38.22			\$38.22
Santa Gift Box	\$28,333.88	\$2,561.00		\$25,772.88
Little Raiders	\$58.66			\$58.66
Inchy Book Work Machine	(\$150.81)			(\$150.81)
Reserve/Young Raiders	\$3,839.07	\$375.00	\$310.26	\$3,774.33
Nurse Reserve	\$2,655.70			\$2,655.70

High School
Fund 21 - Activity Accounts

Activity Account	Beginning	Expenditures	Revenues	Ending
Art Club	\$6,755.14			\$6,755.14
Band	\$2,607.45			\$2,607.45
Chorus	\$4,486.89	\$3,741.29		\$745.60
Accidentals	\$19,778.31	\$475.59	\$2,277.84	\$21,580.56
Music Tour			\$3,741.29	\$3,741.29
Musical	\$7,651.50			\$7,651.50
FBLA	\$177.69	\$192.00		(\$14.31)
Coulee Creations	\$489.57			\$489.57
FCCLA	(\$215.70)		\$400.00	\$184.30
Food Activity	\$2,341.21	\$1,413.87	\$900.00	\$1,827.34
FFA	\$10,308.41	\$1,246.39		\$9,062.02
Greenhouse	\$6,470.61			\$6,470.61
Land Lab	\$11,402.67	\$430.07		\$10,972.60
HOSA	\$2,336.57			\$2,336.57
Skills USA - VICA	\$137.38			\$137.38
Spanish Lang Club - CHICLE	\$212.78			\$212.78
Masquers	\$9,931.93			\$9,931.93
Drama	\$972.83			\$972.83
BasketBall - Boys	\$6,040.84			\$6,040.84
Basketball - Girls	\$5,062.67	\$1,041.00		\$4,021.67
Cross Country	\$3,538.20	\$14,943.85	\$6,231.91	(\$5,173.74)
Football	\$1,196.26			\$1,196.26
Golf - Boys	\$1,417.59			\$1,417.59
Golf - Girls	\$2,894.72	\$428.13	\$1,692.82	\$4,159.41
Track	\$606.04			\$606.04
Volleyball	\$4,014.20			\$4,014.20
Wrestling Club	\$618.23			\$618.23
Baseball	\$431.61	\$47.94		\$383.67
Softball	\$1,000.50			\$1,000.50
Gymnastics	\$4,819.12			\$4,819.12
Soccer - Boys	\$2,174.54			\$2,174.54
Soccer - Girls	\$401.52			\$401.52
Trap Club	\$1,183.51			\$1,183.51
Cheer - Poms	\$797.07			\$797.07
Dance Team	\$994.86			\$994.86
Power Lifting	\$2,157.32	\$415.00	\$1,655.00	\$3,397.32
Raider Recovery	\$4,801.37	\$1,365.07	\$271.66	\$3,707.96
Tourney	\$21,460.98	\$187.50	\$350.00	\$21,623.48

Lead Team / Fuel Up	\$458.15	\$97.07		\$361.08
A-Club	\$18,185.81	\$4,013.40		\$14,172.41
ACP	\$5,244.73			\$5,244.73
ACT Prep Course	\$100.00			\$100.00
Project CloseUp	\$261.53			\$261.53
International Travel	\$1,347.76			\$1,347.76
POST PROM	\$2,456.58			\$2,456.58
Scholarship	\$1,360.00			\$1,360.00
Student Council	\$2,743.45			\$2,743.45
NHS	(\$526.45)			(\$526.45)
Herb Kohl	\$27,961.69			\$27,961.69
Yearbook	\$458.70		\$335.00	\$793.70
Special Ed POPS	\$538.51	\$150.00		\$388.51
POPS / Raider Misc / HS Reserve	\$18,767.88	\$3,038.41	\$2,337.50	\$18,066.97
Wolf Pack	\$4,409.85	\$3,939.95		\$469.90
Class of 2018	\$837.02			\$837.02
Class of 2019	\$570.98			\$570.98
Class of 2020	\$10,241.82			\$10,241.82
Class of 2021	\$1,100.10			\$1,100.10
Class of 2022	\$748.07			\$748.07
Class of 2023	\$1,653.94			\$1,653.94
Class of 2024	\$2,524.59			\$2,524.59
Class of 2025	\$890.26			\$890.26
Class of 2026	\$2,286.83	\$536.25		\$1,750.58
Class of 2027	\$2,817.98		\$5.00	\$2,822.98
Class of 2028	\$966.60		\$335.00	\$1,301.60
Class of 2029	\$640.00		\$330.00	\$970.00
Class of 1956 (Doris Killian)	\$256.00			\$256.00
Class of 2030			\$470.00	\$470.00
CLOSING - RESERVE	(\$42,352.50)	\$380.00		(\$42,732.50)

Middle School
Fund 21 - Activity Accounts

Activity Account	Beginning	Expenditures	Revenues	Ending
5th Grade	\$3,653.90			\$3,653.90
6th Grade	\$3,506.71			\$3,506.71
7th & 8th Grade	\$8,419.76			\$8,419.76
MS Art	\$137.70			\$137.70
MS LMC	(\$415.80)			(\$415.80)
MS Band	\$2,810.19	\$2,158.00		\$652.19
MS Choir	\$739.76			\$739.76
MS ELL	\$3,894.14	\$1,778.00		\$2,116.14
MS Basketball - Boys	(\$183.67)			(\$183.67)
MS Basketball - Girls	\$22.59			\$22.59
MS Cross Country	\$382.21	\$7.98		\$374.23
MS Football	\$380.71			\$380.71
MS Golf - Boys	\$155.67			\$155.67
MS Golf - Girls	\$217.33			\$217.33
MS Track	\$54.60			\$54.60
MS Volleyball	\$155.31			\$155.31
MS Wrestling	\$29.35			\$29.35
Yearbook Committee	\$5.78			\$5.78
Food Pantry	\$1,830.22			\$1,830.22
Caring Closet	\$895.18			\$895.18
Raider Way	\$1,295.29			\$1,295.29
MS Leadership	\$1,008.42			\$1,008.42
SPED (Special Ed)	\$484.65			\$484.65
MS Reserve	\$1,750.90	\$882.35	\$882.35	\$1,750.90

School District of Arcadia
% spent as of September 2026

FUND	LOCATION	BUDGET	ACTIVITY	% SPENT
FUND 10	Elementary	\$4,302,905.18	\$532,898.71	12.38%
	Middle	\$2,617,217.45	\$367,088.09	14.03%
	High	\$3,353,331.81	\$476,773.07	14.22%
	District Wide	\$8,860,953.03	\$1,746,345.86	19.71%
	TOTAL	\$19,134,407.47	\$3,123,105.73	16.32%

FUND 80	Wanek	\$475,368.06	\$108,053.37	22.73%
	LRCC	\$1,302,933.99	\$282,015.97	21.64%
	MS YA	\$28,700.50	\$729.39	2.54%
	80 Wide	\$26,913.00	\$0.00	0.00%
	TOTAL	\$1,833,915.55	\$390,798.73	21.31%

FUND	BUDGET	ACTIVITY	% SPENT
FUND 21	\$24,777.93	\$0.00	0.00%
FUND 27	\$3,333,294.34	\$457,324.46	13.72%
FUND 38	\$413,402.00	\$87,864.02	21.25%
FUND 39	\$606,863.00	\$0.00	0.00%
FUND 46	\$150,000.00	\$74,942.49	49.96%
FUND 49	\$322,000.00	\$61,706.28	19.16%
FUND 50	\$1,330,587.45	\$176,870.31	13.29%
FUND 73	\$150,000.00	\$0.00	0.00%
GRAND TOTAL	\$27,299,247.74	\$4,372,612.02	16.02%

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA
10 L 000 000 811611 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EFTPS	8000103	08/31/26	09/16/26	16,751.82
EFTPS	8000103	08/31/26	09/16/26	3,917.73
EFTPS	8000103	08/31/26	09/16/26	16,751.82
EFTPS	8000103	08/31/26	09/16/26	3,917.73
EFTPS	8000103	08/31/26	09/16/26	-114.25
EFTPS	8000103	08/31/26	09/16/26	-26.72
EFTPS	8000103	08/31/26	09/16/26	-114.25
EFTPS	8000103	08/31/26	09/16/26	-26.72
EFTPS	8000103	08/31/26	09/16/26	-256.95
EFTPS	8000103	08/31/26	09/16/26	-60.09
EFTPS	8000103	08/31/26	09/16/26	-256.95
EFTPS	8000103	08/31/26	09/16/26	-60.09
EFTPS	8000103	08/31/26	09/16/26	160.34
EFTPS	8000103	08/31/26	09/16/26	37.50
EFTPS	8000103	08/31/26	09/16/26	160.34
EFTPS	8000103	08/31/26	09/16/26	37.50
EFTPS	8000103	08/31/26	09/16/26	10,816.50
EFTPS	8000103	08/31/26	09/16/26	2,529.70
EFTPS	8000103	08/31/26	09/16/26	10,816.50
EFTPS	8000103	08/31/26	09/16/26	2,529.70
EFTPS	8000103	08/31/26	09/16/26	25,935.97
EFTPS	8000103	08/31/26	09/16/26	6,065.62
EFTPS	8000103	08/31/26	09/16/26	25,935.97
EFTPS	8000103	08/31/26	09/16/26	6,065.62
EFTPS	8000114	09/18/26	09/18/26	31,283.75
EFTPS	8000114	09/18/26	09/18/26	7,316.38
EFTPS	8000114	09/18/26	09/18/26	31,283.75
EFTPS	8000114	09/18/26	09/18/26	7,316.38
EFTPS	8000114	09/18/26	09/18/26	31.62
EFTPS	8000114	09/18/26	09/18/26	7.40
EFTPS	8000114	09/18/26	09/18/26	31.62
EFTPS	8000114	09/18/26	09/18/26	7.40
EFTPS	8000114	09/18/26	09/18/26	670.69
EFTPS	8000114	09/18/26	09/18/26	156.86
EFTPS	8000114	09/18/26	09/18/26	670.69
EFTPS	8000114	09/18/26	09/18/26	156.86
EFTPS	8000114	09/18/26	09/18/26	157.05
EFTPS	8000114	09/18/26	09/18/26	36.72
EFTPS	8000114	09/18/26	09/18/26	157.05
EFTPS	8000114	09/18/26	09/18/26	36.72

Totals for EFTPS: 210,835.28

Account Total: 210,835.28

10 L 000 000 811612 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EFTPS	8000103	08/31/26	09/16/26	16,969.38

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 L 000 000 811612 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EFTPS	8000103	08/31/26	09/16/26	85.00
EFTPS	8000103	08/31/26	09/16/26	403.79
EFTPS	8000103	08/31/26	09/16/26	-91.76
EFTPS	8000103	08/31/26	09/16/26	-235.66
EFTPS	8000103	08/31/26	09/16/26	69.00
EFTPS	8000103	08/31/26	09/16/26	9,647.10
EFTPS	8000103	08/31/26	09/16/26	682.50
EFTPS	8000103	08/31/26	09/16/26	23,810.53
EFTPS	8000103	08/31/26	09/16/26	996.00
EFTPS	8000103	08/31/26	09/16/26	393.67
EFTPS	8000114	09/18/26	09/18/26	27,724.37
EFTPS	8000114	09/18/26	09/18/26	1,178.50
EFTPS	8000114	09/18/26	09/18/26	393.65
EFTPS	8000114	09/18/26	09/18/26	836.27

Totals for EFTPS: **82,862.34**

Account Total: **82,862.34**

10 L 000 000 811613 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WISCONSIN DEPT. OF REVENUE	8000107	08/31/26	09/16/26	10,772.80
WISCONSIN DEPT. OF REVENUE	8000107	08/31/26	09/16/26	-65.98
WISCONSIN DEPT. OF REVENUE	8000107	08/31/26	09/16/26	-186.08
WISCONSIN DEPT. OF REVENUE	8000107	08/31/26	09/16/26	102.52
WISCONSIN DEPT. OF REVENUE	8000107	08/31/26	09/16/26	6,005.08
WISCONSIN DEPT. OF REVENUE	8000107	08/31/26	09/16/26	70.00
WISCONSIN DEPT. OF REVENUE	8000107	08/31/26	09/16/26	15,539.42
WISCONSIN DEPT. OF REVENUE	8000107	08/31/26	09/16/26	185.00
WISCONSIN DEPT. OF REVENUE	8000115	09/15/26	09/29/26	18,720.28
WISCONSIN DEPT. OF REVENUE	8000115	09/15/26	09/29/26	190.00
WISCONSIN DEPT. OF REVENUE	8000115	09/15/26	09/29/26	6.28

Totals for WISCONSIN DEPT. OF REVENUE: **51,339.32**

Account Total: **51,339.32**

10 L 000 000 811621 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WRS	8000113	09/09/26	09/29/26	19,704.92
WRS	8000113	09/09/26	09/29/26	19,704.92
WRS	8000113	09/09/26	09/29/26	-308.30
WRS	8000113	09/09/26	09/29/26	-308.30
WRS	8000113	09/09/26	09/29/26	196.10
WRS	8000113	09/09/26	09/29/26	196.10
WRS	8000113	09/09/26	09/29/26	3,894.60
WRS	8000113	09/09/26	09/29/26	3,897.64
WRS	8000113	09/09/26	09/29/26	22,911.88
WRS	8000113	09/09/26	09/29/26	1,478.83
WRS	8000113	09/09/26	09/29/26	22,911.88

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 L 000 000 811621 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WRS	8000113	09/09/26	09/29/26	1,478.83
Totals for WRS:				95,759.10
Account Total:				95,759.10

10 L 000 000 811622 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WRS	8000113	09/09/26	09/29/26	696.56
WRS	8000113	09/09/26	09/29/26	647.06
WRS	8000113	09/09/26	09/29/26	-142.07
WRS	8000113	09/09/26	09/29/26	-142.07
WRS	8000113	09/09/26	09/29/26	7,553.91
WRS	8000113	09/09/26	09/29/26	7,553.91
WRS	8000113	09/09/26	09/29/26	7,635.89
WRS	8000113	09/09/26	09/29/26	-1,478.83
WRS	8000113	09/09/26	09/29/26	7,635.89
WRS	8000113	09/09/26	09/29/26	-1,478.83
Totals for WRS:				28,481.42
Account Total:				28,481.42

10 L 000 000 811633 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
FIRST NATIONAL BANK & TRUST	1311	09/17/26	09/17/26	750.00
FIRST NATIONAL BANK & TRUST	1311	09/17/26	09/17/26	375.00
FIRST NATIONAL BANK & TRUST	1311	09/17/26	09/17/26	375.00
FIRST NATIONAL BANK & TRUST	1311	09/17/26	09/17/26	375.00
Totals for FIRST NATIONAL BANK & TRUST:				1,875.00
Account Total:				1,875.00

10 L 000 000 811670 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WEA TSA TRUST	8000112	09/09/26	09/29/26	4,481.05
WEA TSA TRUST	8000112	09/09/26	09/29/26	3,092.00
WEA TSA TRUST	8000112	09/09/26	09/29/26	418.33
WEA TSA TRUST	8000112	09/09/26	09/29/26	1,685.00
WEA TSA TRUST	8000112	09/09/26	09/29/26	5,798.33
WEA TSA TRUST	8000112	09/09/26	09/29/26	5,264.38
WEA TSA TRUST	8000112	09/09/26	09/29/26	12.88
Totals for WEA TSA TRUST:				20,751.97
Account Total:				20,751.97

10 E 100 291 221300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Giemza, Stacey J	1347	09/23/26	09/23/26	1,455.00
Totals for Giemza, Stacey J:				1,455.00
Account Total:				1,455.00

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 100 360 222200 031

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	1,893.26
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	750.75
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	1,236.43
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	902.86
Totals for WI LIBRARY SERVICES:				4,783.30
Account Total:				4,783.30

10 E 100 411 110000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
BJOREM SPEECH PUBLICATIONS, LLC.	1305	09/17/26	09/17/26	228.00
BJOREM SPEECH PUBLICATIONS, LLC.	1305	09/17/26	09/17/26	34.99
BJOREM SPEECH PUBLICATIONS, LLC.	1305	09/17/26	09/17/26	114.00
BJOREM SPEECH PUBLICATIONS, LLC.	1305	09/17/26	09/17/26	52.98
BJOREM SPEECH PUBLICATIONS, LLC.	1305	09/17/26	09/17/26	149.99
BJOREM SPEECH PUBLICATIONS, LLC.	1305	09/17/26	09/17/26	22.99
BJOREM SPEECH PUBLICATIONS, LLC.	1305	09/17/26	09/17/26	106.99
Totals for BJOREM SPEECH PUBLICATIONS, LLC.:				709.94
SCHOLASTIC	1260	09/14/26	09/14/26	56.63
SCHOLASTIC	1325	09/17/26	09/17/26	91.00
SCHOLASTIC	1325	09/17/26	09/17/26	7.42
SCHOLASTIC	1325	09/17/26	09/17/26	19.48
SCHOLASTIC	1325	09/17/26	09/17/26	8.92
SCHOLASTIC	1325	09/17/26	09/17/26	8.98
SCHOLASTIC	1325	09/17/26	09/17/26	63.00
SCHOLASTIC	1325	09/17/26	09/17/26	10.42
SCHOLASTIC	1325	09/17/26	09/17/26	13.38
SCHOLASTIC	1325	09/17/26	09/17/26	73.90
SCHOLASTIC	1325	09/17/26	09/17/26	0.00
SCHOLASTIC	1325	09/17/26	09/17/26	51.95
SCHOLASTIC	1325	09/17/26	09/17/26	51.95
SCHOLASTIC	1325	09/17/26	09/17/26	11.22
SCHOLASTIC	1325	09/17/26	09/17/26	11.98
SCHOLASTIC	1325	09/17/26	09/17/26	15.72
SCHOLASTIC	1325	09/17/26	09/17/26	11.98
SCHOLASTIC	1325	09/17/26	09/17/26	26.05
SCHOLASTIC	1325	09/17/26	09/17/26	18.55
SCHOLASTIC	1325	09/17/26	09/17/26	19.48
SCHOLASTIC	1325	09/17/26	09/17/26	11.22
SCHOLASTIC	1325	09/17/26	09/17/26	13.47
SCHOLASTIC	1325	09/17/26	09/17/26	18.55
SCHOLASTIC	1325	09/17/26	09/17/26	11.13
SCHOLASTIC	1325	09/17/26	09/17/26	22.46
SCHOLASTIC	1325	09/17/26	09/17/26	11.98
SCHOLASTIC	1325	09/17/26	09/17/26	11.92
SCHOLASTIC	1325	09/17/26	09/17/26	70.00
SCHOLASTIC	1325	09/17/26	09/17/26	58.00

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 100 411 110000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
SCHOLASTIC	1325	09/17/26	09/17/26	33.00
SCHOLASTIC	1325	09/17/26	09/17/26	70.00
SCHOLASTIC	1325	09/17/26	09/17/26	58.00
SCHOLASTIC	1325	09/17/26	09/17/26	33.00
SCHOLASTIC	1325	09/17/26	09/17/26	44.00
SCHOLASTIC	1325	09/17/26	09/17/26	36.00
SCHOLASTIC	1325	09/17/26	09/17/26	22.00
SCHOLASTIC	1325	09/17/26	09/17/26	62.00
SCHOLASTIC	1325	09/17/26	09/17/26	62.00
SCHOLASTIC	1325	09/17/26	09/17/26	16.48
SCHOLASTIC	1325	09/17/26	09/17/26	42.00
SCHOLASTIC	1325	09/17/26	09/17/26	36.00
SCHOLASTIC	1325	09/17/26	09/17/26	36.00
SCHOLASTIC	1325	09/17/26	09/17/26	30.00
SCHOLASTIC	1325	09/17/26	09/17/26	44.00
SCHOLASTIC	1325	09/17/26	09/17/26	38.00
SCHOLASTIC	1325	09/17/26	09/17/26	32.00
SCHOLASTIC	1325	09/17/26	09/17/26	48.00
SCHOLASTIC	1325	09/17/26	09/17/26	33.00
SCHOLASTIC	1325	09/17/26	09/17/26	42.00
SCHOLASTIC	1325	09/17/26	09/17/26	38.00
SCHOLASTIC	1325	09/17/26	09/17/26	32.00
SCHOLASTIC	1325	09/17/26	09/17/26	14.95
SCHOLASTIC	1325	09/17/26	09/17/26	58.46
SCHOLASTIC	1325	09/17/26	09/17/26	33.71
SCHOLASTIC	1325	09/17/26	09/17/26	32.97
SCHOLASTIC	1325	09/17/26	09/17/26	97.43
SCHOLASTIC	1325	09/17/26	09/17/26	17.96
SCHOLASTIC	1325	09/17/26	09/17/26	158.31

Totals for SCHOLASTIC: 2,102.01

Account Total: 2,811.95

10 E 100 411 121000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CONTINENTAL CLAY CO	1227	09/14/26	09/14/26	86.71
CONTINENTAL CLAY CO	1227	09/14/26	09/14/26	195.30

Totals for CONTINENTAL CLAY CO: 282.01

Account Total: 282.01

10 E 100 411 125400 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WEST MUSIC	1274	09/14/26	09/14/26	99.98

Totals for WEST MUSIC: 99.98

Account Total: 99.98

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 100 432 222200 031

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
FOLLETT CONTENT SOLUTIONS LLC	1232	09/14/26	09/14/26	233.31
FOLLETT CONTENT SOLUTIONS LLC	1232	09/14/26	09/14/26	637.05
FOLLETT CONTENT SOLUTIONS LLC	1346	09/23/26	09/23/26	470.13
Totals for FOLLETT CONTENT SOLUTIONS LLC:				1,340.49
PLAYAWAY PRODUCTS	1356	09/23/26	09/23/26	1,530.20
Totals for PLAYAWAY PRODUCTS:				1,530.20
Account Total:				2,870.69

10 E 100 440 241000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
School Outfitters	1358	09/23/26	09/23/26	334.99
Totals for School Outfitters:				334.99
Account Total:				334.99

10 E 200 324 254410 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
LEITHOLD MUSIC	1315	09/17/26	09/17/26	52.50
LEITHOLD MUSIC	1315	09/17/26	09/17/26	171.04
LEITHOLD MUSIC	1315	09/17/26	09/17/26	165.97
LEITHOLD MUSIC	1315	09/17/26	09/17/26	247.08
LEITHOLD MUSIC	1315	09/17/26	09/17/26	197.01
LEITHOLD MUSIC	1315	09/17/26	09/17/26	160.08
LEITHOLD MUSIC	1315	09/17/26	09/17/26	189.08
Totals for LEITHOLD MUSIC:				1,182.76
Account Total:				1,182.76

10 E 200 360 222200 031

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	946.31
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	279.67
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	1,046.82
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	749.55
WI LIBRARY SERVICES	1365	09/23/26	09/23/26	220.61
WI LIBRARY SERVICES	1365	09/23/26	09/23/26	220.61
Totals for WI LIBRARY SERVICES:				3,463.57
Account Total:				3,463.57

10 E 200 411 110005 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	9.00
VISA	8000108	09/16/26	09/16/26	25.00
Totals for VISA:				34.00
Account Total:				34.00

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 200 411 121000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
BLICK ART MATERIALS	1221	09/14/26	09/14/26	923.74
BLICK ART MATERIALS	1306	09/17/26	09/17/26	12.06
Totals for BLICK ART MATERIALS:				935.80
VISA	8000108	09/16/26	09/16/26	238.44
Totals for VISA:				238.44
Account Total:				1,174.24

10 E 200 411 125000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
SSE MUSIC	1262	09/14/26	09/14/26	69.99
Totals for SSE MUSIC:				69.99
Account Total:				69.99

10 E 200 432 222200 031

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
FOLLETT CONTENT SOLUTIONS LLC	1312	09/17/26	09/17/26	350.32
FOLLETT CONTENT SOLUTIONS LLC	1346	09/23/26	09/23/26	111.58
FOLLETT CONTENT SOLUTIONS LLC	1346	09/23/26	09/23/26	378.00
FOLLETT CONTENT SOLUTIONS LLC	1346	09/23/26	09/23/26	993.77
Totals for FOLLETT CONTENT SOLUTIONS LLC:				1,833.67
PLAYAWAY PRODUCTS	1322	09/17/26	09/17/26	1,843.68
Totals for PLAYAWAY PRODUCTS:				1,843.68
Account Total:				3,677.35

10 E 400 291 221300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Nelson, Kara R	1318	09/17/26	09/17/26	810.00
Totals for Nelson, Kara R:				810.00
Account Total:				810.00

10 E 400 324 254410 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
LEITHOLD MUSIC	1315	09/17/26	09/17/26	75.96
LEITHOLD MUSIC	1315	09/17/26	09/17/26	31.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	31.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	48.62
LEITHOLD MUSIC	1315	09/17/26	09/17/26	31.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	31.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	70.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	47.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	31.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	31.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	62.92
LEITHOLD MUSIC	1315	09/17/26	09/17/26	68.99
LEITHOLD MUSIC	1315	09/17/26	09/17/26	45.50
LEITHOLD MUSIC	1315	09/17/26	09/17/26	118.00

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 400 324 254410 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
LEITHOLD MUSIC	1315	09/17/26	09/17/26	89.99
LEITHOLD MUSIC	1315	09/17/26	09/17/26	60.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	125.08
LEITHOLD MUSIC	1315	09/17/26	09/17/26	169.31
LEITHOLD MUSIC	1315	09/17/26	09/17/26	164.90
LEITHOLD MUSIC	1315	09/17/26	09/17/26	94.69
LEITHOLD MUSIC	1315	09/17/26	09/17/26	45.50
LEITHOLD MUSIC	1315	09/17/26	09/17/26	93.04
LEITHOLD MUSIC	1315	09/17/26	09/17/26	80.50
LEITHOLD MUSIC	1315	09/17/26	09/17/26	101.44
LEITHOLD MUSIC	1315	09/17/26	09/17/26	110.25
LEITHOLD MUSIC	1315	09/17/26	09/17/26	50.46
LEITHOLD MUSIC	1315	09/17/26	09/17/26	147.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	99.20
LEITHOLD MUSIC	1315	09/17/26	09/17/26	126.82
LEITHOLD MUSIC	1315	09/17/26	09/17/26	203.80
LEITHOLD MUSIC	1315	09/17/26	09/17/26	96.74
LEITHOLD MUSIC	1315	09/17/26	09/17/26	96.29
LEITHOLD MUSIC	1315	09/17/26	09/17/26	106.60
LEITHOLD MUSIC	1315	09/17/26	09/17/26	31.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	110.87
LEITHOLD MUSIC	1315	09/17/26	09/17/26	161.50
LEITHOLD MUSIC	1315	09/17/26	09/17/26	161.50
LEITHOLD MUSIC	1315	09/17/26	09/17/26	162.85
LEITHOLD MUSIC	1315	09/17/26	09/17/26	205.00
LEITHOLD MUSIC	1315	09/17/26	09/17/26	160.08
LEITHOLD MUSIC	1315	09/17/26	09/17/26	122.88
LEITHOLD MUSIC	1315	09/17/26	09/17/26	98.24
Totals for LEITHOLD MUSIC:				3,998.52
Account Total:				3,998.52

10 E 400 360 222200 031

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	971.01
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	279.67
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	1,046.81
WI LIBRARY SERVICES	1276	09/14/26	09/14/26	937.52
Totals for WI LIBRARY SERVICES:				3,235.01
Account Total:				3,235.01

10 E 400 411 126000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	20.57
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	19.22
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	94.59
Totals for RANDY'S NEIGHBORHOOD MARKET:				134.38

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 400 411 126000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Account Total:				134.38

10 E 400 411 136000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HOWARD'S HARDWARE HANK	1240	09/14/26	09/14/26	106.00
HOWARD'S HARDWARE HANK	1240	09/14/26	09/14/26	117.44
HOWARD'S HARDWARE HANK	1240	09/14/26	09/14/26	20.76
Totals for HOWARD'S HARDWARE HANK:				244.20
MISSISSIPPI WELDERS SUPPLY	1252	09/14/26	09/14/26	394.11
MISSISSIPPI WELDERS SUPPLY	1252	09/14/26	09/14/26	159.60
MISSISSIPPI WELDERS SUPPLY	1252	09/14/26	09/14/26	354.29
MISSISSIPPI WELDERS SUPPLY	1252	09/14/26	09/14/26	62.22
Totals for MISSISSIPPI WELDERS SUPPLY:				970.22
Robert Olson Lumber, LLC	1258	09/14/26	09/14/26	1,000.00
Totals for Robert Olson Lumber, LLC:				1,000.00
SawStop LLC	1324	09/17/26	09/17/26	422.50
SawStop LLC	1324	09/17/26	09/17/26	-422.50
Totals for SawStop LLC:				0.00
UNI-HYDRO INC	1272	09/14/26	09/14/26	10,158.00
UNI-HYDRO INC	1272	09/14/26	09/14/26	1,300.00
UNI-HYDRO INC	1272	09/14/26	09/14/26	175.00
UNI-HYDRO INC	1272	09/14/26	09/14/26	-1,377.60
UNI-HYDRO INC	1272	09/14/26	09/14/26	480.00
UNI-HYDRO INC	1272	09/14/26	09/14/26	25.00
UNI-HYDRO INC	1272	09/14/26	09/14/26	125.00
Totals for UNI-HYDRO INC:				10,885.40
Account Total:				13,099.82

10 E 400 415 131000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	13.93
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	141.15
Totals for RANDY'S NEIGHBORHOOD MARKET:				155.08
Account Total:				155.08

10 E 400 415 135000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	58.08
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	16.77
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	23.39
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	22.90
Totals for RANDY'S NEIGHBORHOOD MARKET:				121.14
Account Total:				121.14

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 **Check Date:** All - All **SCHOOL DISTRICT OF ARCADIA**

10 E 400 432 222200 031

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
FOLLETT CONTENT SOLUTIONS LLC	1232	09/14/26	09/14/26	794.64
FOLLETT CONTENT SOLUTIONS LLC	1232	09/14/26	09/14/26	225.35
FOLLETT CONTENT SOLUTIONS LLC	1232	09/14/26	09/14/26	410.91
Totals for FOLLETT CONTENT SOLUTIONS LLC:				1,430.90
PLAYAWAY PRODUCTS	1356	09/23/26	09/23/26	1,160.74
PLAYAWAY PRODUCTS	1356	09/23/26	09/23/26	82.64
Totals for PLAYAWAY PRODUCTS:				1,243.38
Account Total:				2,674.28

10 E 400 440 125400 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
AUDIO MAX PRODUCTION LLC	1303	09/17/26	09/17/26	1,599.96
AUDIO MAX PRODUCTION LLC	1303	09/17/26	09/17/26	375.00
Totals for AUDIO MAX PRODUCTION LLC:				1,974.96
Account Total:				1,974.96

10 E 400 440 135000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WEBSTRAURANTSTORE	8000109	09/16/26	09/16/26	1,949.00
Totals for WEBSTRAURANTSTORE:				1,949.00
Account Total:				1,949.00

10 E 400 440 136000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	189.00
VISA	8000108	09/16/26	09/16/26	399.00
Totals for VISA:				588.00
Account Total:				588.00

10 E 400 940 131000 400

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WISCONSIN FFA CENTER INC	1281	09/14/26	09/14/26	450.00
Totals for WISCONSIN FFA CENTER INC:				450.00
Account Total:				450.00

10 E 400 940 135000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WEBSTRAURANTSTORE	8000109	09/16/26	09/16/26	55.00
Totals for WEBSTRAURANTSTORE:				55.00
Account Total:				55.00

10 E 800 310 162000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Ackerman, Leon	1194	09/01/26	09/01/26	70.00
Ackerman, Leon	1194	09/01/26	09/01/26	-70.00
Ackerman, Leon	1204	09/08/26	09/08/26	120.00

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA
10 E 800 310 162000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Ackerman, Leon	1290	09/17/26	09/17/26	80.00
		Totals for Ackerman, Leon:		200.00
ADAMS, JOHN	1291	09/17/26	09/17/26	115.00
		Totals for ADAMS, JOHN:		115.00
ARCADIA AMBULANCE SERVICE	1337	09/23/26	09/23/26	175.00
		Totals for ARCADIA AMBULANCE SERVICE:		175.00
Babinec, Joel	1195	09/01/26	09/01/26	175.00
		Totals for Babinec, Joel:		175.00
Bartels, George	1205	09/08/26	09/08/26	120.00
		Totals for Bartels, George:		120.00
Bignell, Katie	1206	09/08/26	09/08/26	120.00
Bignell, Katie	1369	09/28/26	09/28/26	80.00
		Totals for Bignell, Katie:		200.00
BOJAN, ELLIOT	1329	09/22/26	09/22/26	150.00
		Totals for BOJAN, ELLIOT:		150.00
CAPPELLE, PEYTON	1196	09/01/26	09/01/26	70.00
CAPPELLE, PEYTON	1196	09/01/26	09/01/26	-70.00
		Totals for CAPPELLE, PEYTON:		0.00
Cruz Sabillon, Luis J	1366	09/24/26	09/24/26	75.00
		Totals for Cruz Sabillon, Luis J:		75.00
CRUZ, EMANUEL	1282	09/14/26	09/14/26	75.00
CRUZ, EMANUEL	1285	09/15/26	09/15/26	150.00
CRUZ, EMANUEL	1367	09/24/26	09/24/26	75.00
CRUZ, EMANUEL	1367	09/24/26	09/24/26	-75.00
		Totals for CRUZ, EMANUEL:		225.00
Czeiska, Jackie	1197	09/01/26	09/01/26	175.00
		Totals for Czeiska, Jackie:		175.00
Daleiden, John P	1210	09/11/26	09/11/26	115.00
Daleiden, John P	1292	09/17/26	09/17/26	60.00
Daleiden, John P	1370	09/28/26	09/28/26	70.00
		Totals for Daleiden, John P:		245.00
DEBOER, JEFFREY	1208	09/10/26	09/10/26	175.00
		Totals for DEBOER, JEFFREY:		175.00
ERLANDSON, KEVIN	1293	09/17/26	09/17/26	115.00
		Totals for ERLANDSON, KEVIN:		115.00
Ferguson, Lawrence W	1294	09/17/26	09/17/26	60.00
Ferguson, Lawrence W	1294	09/17/26	09/17/26	-60.00
Ferguson, Lawrence W	1371	09/28/26	09/28/26	70.00
		Totals for Ferguson, Lawrence W:		70.00
Filter, Maddox	1198	09/03/26	09/03/26	150.00
		Totals for Filter, Maddox:		150.00
GRZADZIELWSKI, JOSH	1295	09/17/26	09/17/26	60.00
GRZADZIELWSKI, JOSH	1372	09/28/26	09/28/26	70.00
		Totals for GRZADZIELWSKI, JOSH:		130.00
GUMZ, DEAN	1286	09/15/26	09/15/26	190.00
		Totals for GUMZ, DEAN:		190.00

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 310 162000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HANSEN, REID	1287	09/15/26	09/15/26	175.00
		Totals for HANSEN, REID:		175.00
HASSEMER, JAMIE	1211	09/11/26	09/11/26	115.00
		Totals for HASSEMER, JAMIE:		115.00
HUND, CHRIS	1296	09/17/26	09/17/26	60.00
HUND, CHRIS	1373	09/28/26	09/28/26	70.00
		Totals for HUND, CHRIS:		130.00
ISENSEE, KATIE	1330	09/22/26	09/22/26	150.00
		Totals for ISENSEE, KATIE:		150.00
KOEPNICK, SCOTT	1297	09/17/26	09/17/26	115.00
		Totals for KOEPNICK, SCOTT:		115.00
LOCKINGTON, JEFF	1298	09/17/26	09/17/26	115.00
		Totals for LOCKINGTON, JEFF:		115.00
LOWENSTEIN, JAY	1283	09/14/26	09/14/26	75.00
LOWENSTEIN, JAY	1288	09/15/26	09/15/26	150.00
		Totals for LOWENSTEIN, JAY:		225.00
METCALFE, RON	1299	09/17/26	09/17/26	80.00
METCALFE, RON	1374	09/28/26	09/28/26	80.00
		Totals for METCALFE, RON:		160.00
MILLER, JOHN	1209	09/10/26	09/10/26	175.00
		Totals for MILLER, JOHN:		175.00
MOONEY, CHRIS	1331	09/22/26	09/22/26	190.00
		Totals for MOONEY, CHRIS:		190.00
MURPHY, MATTHEW	1289	09/15/26	09/15/26	175.00
		Totals for MURPHY, MATTHEW:		175.00
Pank Chiropractic, Inc.	1355	09/23/26	09/23/26	300.00
		Totals for Pank Chiropractic, Inc.:		300.00
Pientok, David	1212	09/11/26	09/11/26	115.00
		Totals for Pientok, David:		115.00
Ripplinger, David	1199	09/03/26	09/03/26	190.00
		Totals for Ripplinger, David:		190.00
Schiefelbein, Kit	1200	09/03/26	09/03/26	150.00
		Totals for Schiefelbein, Kit:		150.00
Schmidt, Rick	1213	09/11/26	09/11/26	115.00
		Totals for Schmidt, Rick:		115.00
SWENSON, SARA	1214	09/11/26	09/11/26	120.00
		Totals for SWENSON, SARA:		120.00
URBANEK, BENJAMIN	1300	09/17/26	09/17/26	115.00
		Totals for URBANEK, BENJAMIN:		115.00
Walek, Charles J	1215	09/11/26	09/11/26	115.00
		Totals for Walek, Charles J:		115.00
		Account Total:		5,630.00

10 E 800 310 222900 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
INSIGHT PUBLIC SECTOR	1245	09/14/26	09/14/26	755.52

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 310 222900 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Totals for INSIGHT PUBLIC SECTOR:				755.52
KEEPITSAFE	1314	09/17/26	09/17/26	200.00
Totals for KEEPITSAFE:				200.00
Account Total:				955.52

10 E 800 310 231100 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
BACKGROUND INVESTIGATION BUREAU	1220	09/14/26	09/14/26	115.15
Totals for BACKGROUND INVESTIGATION BUREAU:				115.15
THE PIVOT DESK LLC	1008	07/30/26	09/03/26	-6,000.00
THE PIVOT DESK LLC	1266	09/14/26	09/14/26	6,000.00
THE PIVOT DESK LLC	1266	09/14/26	09/14/26	6,000.00
Totals for THE PIVOT DESK LLC:				6,000.00
Account Total:				6,115.15

10 E 800 310 231500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
BOARDMAN & CLARK	1340	09/23/26	09/23/26	2,529.00
Totals for BOARDMAN & CLARK:				2,529.00
Account Total:				2,529.00

10 E 800 310 231700 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Hawkins & Ash CPAs	1235	09/14/26	09/14/26	6,000.00
Totals for Hawkins & Ash CPAs:				6,000.00
Account Total:				6,000.00

10 E 800 310 260000 322

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
DeWitt, LPP	1228	09/14/26	09/14/26	2,498.05
DeWitt, LPP	1228	09/14/26	09/14/26	641.95
Totals for DeWitt, LPP:				3,140.00
Account Total:				3,140.00

10 E 800 310 264500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Kimmel, John C	1351	09/23/26	09/23/26	103.00
Totals for Kimmel, John C:				103.00
MAYO CLINIC	1251	09/14/26	09/14/26	1,530.00
Totals for MAYO CLINIC:				1,530.00
Account Total:				1,633.00

10 E 800 310 299000 365

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
FRIENDZY, INC	1233	09/14/26	09/14/26	2,604.24
Totals for FRIENDZY, INC:				2,604.24

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 310 299000 365

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Account Total:				2,604.24

10 E 800 322 222300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
TCC	1264	09/14/26	09/14/26	-45.00
Totals for TCC:				-45.00
Account Total:				-45.00

10 E 800 322 263000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
RHYME BUSINESS PRODUCTS	1323	09/17/26	09/17/26	3,106.85
Totals for RHYME BUSINESS PRODUCTS:				3,106.85
Account Total:				3,106.85

10 E 800 324 254200 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
H&M UNDERGROUND SOLUTIONS	1349	09/23/26	09/23/26	4,250.00
Totals for H&M UNDERGROUND SOLUTIONS:				4,250.00
Account Total:				4,250.00

10 E 800 324 254300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HS FENCE COMPANY LLC	1241	09/14/26	09/14/26	3,950.00
Totals for HS FENCE COMPANY LLC:				3,950.00
SERTICH ENVIRONMENTAL SERVICES	1359	09/23/26	09/23/26	266.67
Totals for SERTICH ENVIRONMENTAL SERVICES:				266.67
SERVPRO of Madison	1360	09/23/26	09/23/26	9,169.10
Totals for SERVPRO of Madison:				9,169.10
SUMMIT FIRE PROTECTION	1263	09/14/26	09/14/26	878.00
SUMMIT FIRE PROTECTION	1263	09/14/26	09/14/26	264.50
SUMMIT FIRE PROTECTION	1263	09/14/26	09/14/26	316.50
SUMMIT FIRE PROTECTION	1263	09/14/26	09/14/26	291.10
Totals for SUMMIT FIRE PROTECTION:				1,750.10
TK ELEVATOR CORPORATION	1268	09/14/26	09/14/26	343.24
TK ELEVATOR CORPORATION	1268	09/14/26	09/14/26	1,303.18
Totals for TK ELEVATOR CORPORATION:				1,646.42
TODD'S REFRIGERATION	1362	09/23/26	09/23/26	858.79
Totals for TODD'S REFRIGERATION:				858.79
WINONA CONTROLS INC	1278	09/14/26	09/14/26	960.80
WINONA CONTROLS INC	1278	09/14/26	09/14/26	2,662.00
WINONA CONTROLS INC	1278	09/14/26	09/14/26	542.40
WINONA CONTROLS INC	1278	09/14/26	09/14/26	2,115.65
Totals for WINONA CONTROLS INC:				6,280.85
Account Total:				23,921.93

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 324 256500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CHRYSLER WINONA	1224	09/14/26	09/14/26	2,754.50
Totals for CHRYSLER WINONA:				2,754.50
Account Total:				2,754.50

10 E 800 324 256600 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HIGH FOREST BOBCAT SERVICE	1237	09/14/26	09/14/26	510.10
Totals for HIGH FOREST BOBCAT SERVICE:				510.10
NAPA AUTO PARTS	1253	09/14/26	09/14/26	5.39
Totals for NAPA AUTO PARTS:				5.39
Rock Oil Refining, Inc	1259	09/14/26	09/14/26	86.25
Totals for Rock Oil Refining, Inc:				86.25
VESTIS	1273	09/14/26	09/14/26	382.48
Totals for VESTIS:				382.48
Account Total:				984.22

10 E 800 329 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
ARCADE PORTABLES	1301	09/17/26	09/17/26	88.00
Totals for ARCADE PORTABLES:				88.00
HILLTOPPER REFUSE & RECYCLING	1238	09/14/26	09/14/26	114.63
HILLTOPPER REFUSE & RECYCLING	1238	09/14/26	09/14/26	114.63
Totals for HILLTOPPER REFUSE & RECYCLING:				229.26
TERMINIX WIL-KIL	1265	09/14/26	09/14/26	366.56
TERMINIX WIL-KIL	1265	09/14/26	09/14/26	73.44
TERMINIX WIL-KIL	1265	09/14/26	09/14/26	120.12
TERMINIX WIL-KIL	1265	09/14/26	09/14/26	858.29
Totals for TERMINIX WIL-KIL:				1,418.41
TRI-CITY SANITATION SERVICES	1269	09/14/26	09/14/26	1,351.50
Totals for TRI-CITY SANITATION SERVICES:				1,351.50
VESTIS	1273	09/14/26	09/14/26	860.82
Totals for VESTIS:				860.82
Account Total:				3,947.99

10 E 800 335 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
MIDWEST NATURAL GAS	1354	09/23/26	09/23/26	160.96
Totals for MIDWEST NATURAL GAS:				160.96
MIDWEST NATURAL GAS INC	1317	09/17/26	09/17/26	809.42
Totals for MIDWEST NATURAL GAS INC:				809.42
NextEra Energy Services Gas, LLC	1319	09/17/26	09/17/26	1,213.04
Totals for NextEra Energy Services Gas, LLC:				1,213.04
RELIABLE WATER SERVICES	1257	09/14/26	09/14/26	1,510.06
Totals for RELIABLE WATER SERVICES:				1,510.06
Account Total:				3,693.48

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 336 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	19,801.23
Totals for CITY OF ARCADIA:				19,801.23
Account Total:				19,801.23

10 E 800 336 253300 700

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	230.72
Totals for CITY OF ARCADIA:				230.72
Account Total:				230.72

10 E 800 337 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	1,065.86
Totals for CITY OF ARCADIA:				1,065.86
Account Total:				1,065.86

10 E 800 337 253300 700

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	17.92
Totals for CITY OF ARCADIA:				17.92
Account Total:				17.92

10 E 800 338 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	1,081.94
Totals for CITY OF ARCADIA:				1,081.94
Account Total:				1,081.94

10 E 800 338 253300 700

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	20.57
Totals for CITY OF ARCADIA:				20.57
Account Total:				20.57

10 E 800 339 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	1,043.98
Totals for CITY OF ARCADIA:				1,043.98
Account Total:				1,043.98

10 E 800 339 253300 700

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	16.46
Totals for CITY OF ARCADIA:				16.46
Account Total:				16.46

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 342 256500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	286.02
Totals for VISA:				286.02
Account Total:				286.02

10 E 800 348 253500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
KWIK TRIP	1248	09/14/26	09/14/26	634.25
Totals for KWIK TRIP:				634.25
Account Total:				634.25

10 E 800 348 256210 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CONSOLIDATED ENERGY COMPANY	1226	09/14/26	09/14/26	1,463.77
CONSOLIDATED ENERGY COMPANY	1308	09/17/26	09/17/26	37,900.00
Totals for CONSOLIDATED ENERGY COMPANY:				39,363.77
KWIK TRIP	1248	09/14/26	09/14/26	899.81
Totals for KWIK TRIP:				899.81
Larrabee, Avery	1250	09/14/26	09/14/26	54.26
Totals for Larrabee, Avery:				54.26
SCHUSTER, THURSTON	1326	09/17/26	09/17/26	60.87
Totals for SCHUSTER, THURSTON:				60.87
Account Total:				40,378.71

10 E 800 351 231100 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	1201	09/03/26	09/03/26	764.87
VISA	8000101	09/03/26	09/03/26	384.95
VISA	8000108	09/16/26	09/16/26	1,149.82
Totals for VISA:				2,299.64
Account Total:				2,299.64

10 E 800 353 263000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
UNITED STATES POSTAL SERVICE	1284	09/15/26	09/15/26	122.94
Totals for UNITED STATES POSTAL SERVICE:				122.94
Account Total:				122.94

10 E 800 355 263000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
BRIGHTSPEED	1341	09/23/26	09/23/26	83.84
BRIGHTSPEED	1341	09/23/26	09/23/26	306.44
Totals for BRIGHTSPEED:				390.28
TCC	1264	09/14/26	09/14/26	493.59
Totals for TCC:				493.59
VERIZON WIRELESS	1328	09/17/26	09/17/26	222.70

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 355 263000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VERIZON WIRELESS	1363	09/23/26	09/23/26	46.25
Totals for VERIZON WIRELESS:				268.95
Account Total:				1,152.82

10 E 800 359 263000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
TCC	1264	09/14/26	09/14/26	199.95
Totals for TCC:				199.95
Account Total:				199.95

10 E 800 362 120000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Lee, Carmen A	1352	09/23/26	09/23/26	164.99
Totals for Lee, Carmen A:				164.99
NINGENIUS STUDIOS LLC	1254	09/14/26	09/14/26	119.99
Totals for NINGENIUS STUDIOS LLC:				119.99
Account Total:				284.98

10 E 800 362 120000 381

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
AGEDNET.COM	1216	09/14/26	09/14/26	465.00
Totals for AGEDNET.COM:				465.00
EWELL EDUCATIONAL SERVICES	1231	09/14/26	09/14/26	540.00
Totals for EWELL EDUCATIONAL SERVICES:				540.00
Account Total:				1,005.00

10 E 800 411 120000 600

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
The Stem Academy	1267	09/14/26	09/14/26	1,600.00
The Stem Academy	1267	09/14/26	09/14/26	2,375.00
The Stem Academy	1267	09/14/26	09/14/26	3,040.00
The Stem Academy	1267	09/14/26	09/14/26	3,657.50
The Stem Academy	1267	09/14/26	09/14/26	1,067.25
The Stem Academy	1267	09/14/26	09/14/26	2,120.64
Totals for The Stem Academy:				13,860.39
Account Total:				13,860.39

10 E 800 411 162000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
ARCADIA FARM & HOME	1338	09/23/26	09/23/26	114.00
Totals for ARCADIA FARM & HOME:				114.00
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	445.08
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	115.97
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	235.20
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	134.75

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 411 162000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	147.00
Totals for CHIPPEWA VALLEY SPORTING GOODS:				1,078.00
Account Total:				1,192.00

10 E 800 411 214200 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
COLBY PHARMACY	1225	09/14/26	09/14/26	183.52
Totals for COLBY PHARMACY:				183.52
Account Total:				183.52

10 E 800 411 221200 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	64.06
Totals for RANDY'S NEIGHBORHOOD MARKET:				64.06
Account Total:				64.06

10 E 800 411 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HOWARD'S HARDWARE HANK	1240	09/14/26	09/14/26	658.48
Totals for HOWARD'S HARDWARE HANK:				658.48
IMPERIAL BRADY	1243	09/14/26	09/14/26	291.36
Totals for IMPERIAL BRADY:				291.36
TOM'S LOCK SERVICE INC	1327	09/17/26	09/17/26	480.00
Totals for TOM'S LOCK SERVICE INC:				480.00
Account Total:				1,429.84

10 E 800 411 254500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	110.95
Totals for VISA:				110.95
Account Total:				110.95

10 E 800 411 256500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
ARCADIA FARM & HOME	1217	09/14/26	09/14/26	18.99
Totals for ARCADIA FARM & HOME:				18.99
ASCENDANCE TRUCKS CENTRAL	1218	09/14/26	09/14/26	298.85
Totals for ASCENDANCE TRUCKS CENTRAL:				298.85
Joyce, Albert	1247	09/14/26	09/14/26	475.00
Totals for Joyce, Albert:				475.00
MIDWEST BUS PARTS	1316	09/17/26	09/17/26	379.45
Totals for MIDWEST BUS PARTS:				379.45
NAPA AUTO PARTS	1253	09/14/26	09/14/26	186.78
NAPA AUTO PARTS	1253	09/14/26	09/14/26	-18.00
Totals for NAPA AUTO PARTS:				168.78
VISA	8000108	09/16/26	09/16/26	41.82

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 411 256500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
			Totals for VISA:	41.82
WISCONSIN BUS SALES	1280	09/14/26	09/14/26	78.67
			Totals for WISCONSIN BUS SALES:	78.67
			Account Total:	1,461.56

10 E 800 411 256600 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HIS - DAN WICKA	1239	09/14/26	09/14/26	569.52
			Totals for HIS - DAN WICKA:	569.52
NAPA AUTO PARTS	1253	09/14/26	09/14/26	40.99
			Totals for NAPA AUTO PARTS:	40.99
VISA	8000108	09/16/26	09/16/26	16.92
			Totals for VISA:	16.92
			Account Total:	627.43

10 E 800 411 263000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
ASPi Solutions, Inc	1302	09/17/26	09/17/26	349.00
			Totals for ASPi Solutions, Inc:	349.00
LAMINATOR.COM	1249	09/14/26	09/14/26	137.66
			Totals for LAMINATOR.COM:	137.66
			Account Total:	486.66

10 E 800 415 231100 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
BLOEDOW'S BAKERY	1222	09/14/26	09/14/26	305.70
			Totals for BLOEDOW'S BAKERY:	305.70
VISA	8000108	09/16/26	09/16/26	45.54
VISA	8000108	09/16/26	09/16/26	159.02
			Totals for VISA:	204.56
			Account Total:	510.26

10 E 800 420 162000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	3,780.00
			Totals for CHIPPEWA VALLEY SPORTING GOODS:	3,780.00
			Account Total:	3,780.00

10 E 800 440 162000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	644.92
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	168.03
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	340.80
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	195.25
CHIPPEWA VALLEY SPORTING GOODS	1342	09/23/26	09/23/26	213.00
			Totals for CHIPPEWA VALLEY SPORTING GOODS:	1,562.00

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 440 162000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Account Total:				1,562.00

10 E 800 440 222900 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	289.98
Totals for VISA:				289.98
Account Total:				289.98

10 E 800 440 256500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
NAPA AUTO PARTS	1253	09/14/26	09/14/26	13.49
Totals for NAPA AUTO PARTS:				13.49
VISA	1202	09/03/26	09/03/26	192.00
VISA	8000108	09/16/26	09/16/26	177.97
VISA	8000108	09/16/26	09/16/26	89.98
VISA	8000108	09/16/26	09/16/26	62.95
Totals for VISA:				522.90
Account Total:				536.39

10 E 800 470 120000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
J.W. PEPPER & SON	1246	09/14/26	09/14/26	35.00
J.W. PEPPER & SON	1246	09/14/26	09/14/26	22.74
Totals for J.W. PEPPER & SON:				57.74
VISA	8000108	09/16/26	09/16/26	600.00
Totals for VISA:				600.00
Account Total:				657.74

10 E 800 480 222900 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HEARTLAND BUSINESS SYSTEMS	1236	09/14/26	09/14/26	2,200.00
Totals for HEARTLAND BUSINESS SYSTEMS:				2,200.00
Account Total:				2,200.00

10 E 800 561 222900 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Dell Technologies	1344	09/23/26	09/23/26	8,697.15
Totals for Dell Technologies:				8,697.15
Account Total:				8,697.15

10 E 800 711 256800 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EMC INSURANCE COMPANIES	1310	09/17/26	09/17/26	4,466.68
Totals for EMC INSURANCE COMPANIES:				4,466.68
Account Total:				4,466.68

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 711 270000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EMC INSURANCE COMPANIES	1310	09/17/26	09/17/26	4,112.55
Totals for EMC INSURANCE COMPANIES:				4,112.55
Account Total:				4,112.55

10 E 800 712 270000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EMC INSURANCE COMPANIES	1310	09/17/26	09/17/26	10,842.80
Totals for EMC INSURANCE COMPANIES:				10,842.80
Account Total:				10,842.80

10 E 800 730 270000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
UNEMPLOYMENT INSURANCE	1271	09/14/26	09/14/26	113.66
Totals for UNEMPLOYMENT INSURANCE:				113.66
Account Total:				113.66

10 E 800 940 162000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Black River Falls High School	1332	09/22/26	09/22/26	50.00
Totals for Black River Falls High School:				50.00
Cochrane-Fountain City School District	1333	09/22/26	09/22/26	50.00
Totals for Cochrane-Fountain City School District:				50.00
Columbus Catholic School	1334	09/22/26	09/22/26	250.00
Totals for Columbus Catholic School:				250.00
DURAND-ARKANSAS HIGH SCHOOL	1335	09/22/26	09/22/26	200.00
Totals for DURAND-ARKANSAS HIGH SCHOOL:				200.00
Luther High School	1336	09/22/26	09/22/26	175.00
Totals for Luther High School:				175.00
SPARTA HIGH SCHOOL	1368	09/24/26	09/24/26	290.00
Totals for SPARTA HIGH SCHOOL:				290.00
Verona High School	1203	09/04/26	09/04/26	460.00
Totals for Verona High School:				460.00
Account Total:				1,475.00

10 E 800 940 232100 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WI ASSOC OF SCHOOL BOARDS	1275	09/14/26	09/14/26	395.00
Totals for WI ASSOC OF SCHOOL BOARDS:				395.00
Account Total:				395.00

10 E 800 940 252000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EFTPS	8000111	09/17/26	09/17/26	2,142.01
Totals for EFTPS:				2,142.01
VISA	8000108	09/16/26	09/16/26	41.00

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

10 E 800 940 252000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	63.91
Totals for VISA:				104.91
Account Total:				2,246.92

10 E 800 940 256500 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	14.83
VISA	8000108	09/16/26	09/16/26	41.00
VISA	8000108	09/16/26	09/16/26	17.50
Totals for VISA:				73.33
Account Total:				73.33

20 Q 200 000 938052 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
RANDY'S NEIGHBORHOOD MARKET	2000000003	09/23/26	09/23/26	7.98
Totals for RANDY'S NEIGHBORHOOD MARKET:				7.98
Account Total:				7.98

20 R 100 000 500013 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Pyka, Christine A	1000000004	09/22/26	09/22/26	23.98
Pyka, Christine A	1000000004	09/22/26	09/22/26	14.99
Pyka, Christine A	Unprinted		09/22/26	13.06
Pyka, Christine A	Unprinted		09/22/26	-13.06
Pyka, Christine A	Unprinted		09/22/26	16.06
Pyka, Christine A	Unprinted		09/22/26	-16.06
Totals for Pyka, Christine A:				38.97
Account Total:				38.97

20 E 200 000 139014 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
SSE MUSIC	2000000001	09/04/26	09/04/26	2,158.00
Totals for SSE MUSIC:				2,158.00
Account Total:				2,158.00

20 E 200 000 139101 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
School District of Arcadia	2000000002	09/04/26	09/04/26	882.35
Totals for School District of Arcadia:				882.35
Account Total:				882.35

20 E 400 000 139028 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
KWIK TRIP	4000000039	09/14/26	09/14/26	91.26
KWIK TRIP	4000000041	09/14/26	09/14/26	86.86
Totals for KWIK TRIP:				178.12

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

20 E 400 000 139028 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
LISOWSKI, STACEY	4000000045	09/17/26	09/17/26	189.90
Totals for LISOWSKI, STACEY:				189.90
RANDY'S NEIGHBORHOOD MARKET	4000000040	09/14/26	09/14/26	12.87
Totals for RANDY'S NEIGHBORHOOD MARKET:				12.87
Account Total:				380.89

20 E 400 000 139052 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
AMAZON CAPITAL SERVICES	4000000038	09/14/26	09/14/26	95.58
AMAZON CAPITAL SERVICES	4000000038	09/14/26	09/14/26	45.38
AMAZON CAPITAL SERVICES	4000000038	09/14/26	09/14/26	96.98
AMAZON CAPITAL SERVICES	4000000038	09/14/26	09/14/26	96.98
Totals for AMAZON CAPITAL SERVICES:				334.92
Birdy Boutique & Fundraiser Blankets	4000000034	09/04/26	09/04/26	4,510.00
Birdy Boutique & Fundraiser Blankets	4000000034	09/04/26	09/04/26	-4,510.00
Birdy Boutique & Fundraiser Blankets	4000000036	09/04/26	09/04/26	4,510.00
Totals for Birdy Boutique & Fundraiser Blankets:				4,510.00
Braunschweig, Timothy A	4000000035	09/04/26	09/04/26	1,421.91
Braunschweig, Timothy A	4000000035	09/04/26	09/04/26	-1,421.91
Braunschweig, Timothy A	4000000037	09/04/26	09/04/26	1,421.91
Totals for Braunschweig, Timothy A:				1,421.91
FIRST NATIONAL BANK & TRUST	4000000044	09/17/26	09/17/26	114.66
Totals for FIRST NATIONAL BANK & TRUST:				114.66
Account Total:				6,381.49

20 E 400 000 139055 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EDGE GRAPHICS	4000000043	09/17/26	09/17/26	428.13
Totals for EDGE GRAPHICS:				428.13
Account Total:				428.13

20 E 400 000 139068 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
PEHLER DISTRIBUTING	4000000046	09/17/26	09/17/26	270.00
Totals for PEHLER DISTRIBUTING:				270.00
Account Total:				270.00

20 E 400 000 139071 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
AMAZON CAPITAL SERVICES	4000000038	09/14/26	09/14/26	11.30
Totals for AMAZON CAPITAL SERVICES:				11.30
KWIK TRIP	4000000042	09/15/26	09/15/26	5.94
Totals for KWIK TRIP:				5.94
Account Total:				17.24

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

20 E 400 000 139101 060

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
FIRST NATIONAL BANK & TRUST	4000000044	09/17/26	09/17/26	61.05
FIRST NATIONAL BANK & TRUST	4000000044	09/17/26	09/17/26	29.94
FIRST NATIONAL BANK & TRUST	4000000044	09/17/26	09/17/26	1,528.41
FIRST NATIONAL BANK & TRUST	4000000044	09/17/26	09/17/26	42.66
FIRST NATIONAL BANK & TRUST	8000000002	09/17/26	09/17/26	475.59
Totals for FIRST NATIONAL BANK & TRUST:				2,137.65
Account Total:				2,137.65

27 L 000 000 811200 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Depart of Corrections DMS Bureau of Financial	1345	09/23/26	09/23/26	1,700.00
Totals for Depart of Corrections DMS Bureau of Financial & Admin Srvcs:				1,700.00
Account Total:				1,700.00

27 E 800 310 221300 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
AWSA-WFEA	1219	09/14/26	09/14/26	299.00
AWSA-WFEA	1219	09/14/26	09/14/26	299.00
Totals for AWSA-WFEA:				598.00
Account Total:				598.00

27 E 800 310 264400 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
WASBO	1364	09/23/26	09/23/26	325.00
Totals for WASBO:				325.00
Account Total:				325.00

27 E 800 342 221300 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	699.00
Totals for VISA:				699.00
Account Total:				699.00

27 E 800 371 156600 011

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
DRIFT AND BLOOM PEDIATRIC THERAPY	1229	09/14/26	09/14/26	2,040.00
Totals for DRIFT AND BLOOM PEDIATRIC THERAPY LLC:				2,040.00
PROFESSIONAL SPEECH THERAPIST, LLC	1255	09/14/26	09/14/26	10,612.45
Totals for PROFESSIONAL SPEECH THERAPIST, LLC:				10,612.45
Account Total:				12,652.45

27 E 800 371 156600 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
PROFESSIONAL SPEECH THERAPIST, LLC	1255	09/14/26	09/14/26	7,587.55
Totals for PROFESSIONAL SPEECH THERAPIST, LLC:				7,587.55
Account Total:				7,587.55

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

27 E 800 386 223390 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CESA #6	1223	09/14/26	09/14/26	4,047.04
Totals for CESA #6:				4,047.04
Account Total:				4,047.04

27 E 800 411 158000 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
ULINE	1270	09/14/26	09/14/26	145.00
ULINE	1270	09/14/26	09/14/26	327.99
Totals for ULINE:				472.99
Account Total:				472.99

27 E 800 415 158000 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	109.73
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	13.56
Totals for RANDY'S NEIGHBORHOOD MARKET:				123.29
Account Total:				123.29

27 E 800 440 156100 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Cochlear Americas	1343	09/23/26	09/23/26	300.00
Cochlear Americas	1343	09/23/26	09/23/26	15.00
Totals for Cochlear Americas:				315.00
Account Total:				315.00

27 E 800 440 158000 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Wired Fox Technologies	1279	09/14/26	09/14/26	2,042.40
Totals for Wired Fox Technologies:				2,042.40
Account Total:				2,042.40

27 E 800 470 158000 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
MCGRW-HILL	1353	09/23/26	09/23/26	18.18
MCGRW-HILL	1353	09/23/26	09/23/26	54.54
MCGRW-HILL	1353	09/23/26	09/23/26	105.21
MCGRW-HILL	1353	09/23/26	09/23/26	74.34
MCGRW-HILL	1353	09/23/26	09/23/26	199.80
MCGRW-HILL	1353	09/23/26	09/23/26	222.90
MCGRW-HILL	1353	09/23/26	09/23/26	109.08
MCGRW-HILL	1353	09/23/26	09/23/26	70.91
Totals for MCGRW-HILL:				854.96
WILSON LANGUAGE TRAINING CORP	1277	09/14/26	09/14/26	24.00
Totals for WILSON LANGUAGE TRAINING CORP:				24.00
Account Total:				878.96

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 **Check Date:** All - All **SCHOOL DISTRICT OF ARCADIA**

27 E 800 490 215200 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
PEARSON ASSESSMENTS	1321	09/17/26	09/17/26	72.10
PEARSON ASSESSMENTS	1321	09/17/26	09/17/26	88.00
PEARSON ASSESSMENTS	1321	09/17/26	09/17/26	142.00
PEARSON ASSESSMENTS	1321	09/17/26	09/17/26	195.00
PEARSON ASSESSMENTS	1321	09/17/26	09/17/26	80.00
PEARSON ASSESSMENTS	1321	09/17/26	09/17/26	138.13
Totals for PEARSON ASSESSMENTS:				715.23
Account Total:				715.23

27 E 800 940 159100 341

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	110.00
Totals for VISA:				110.00
Account Total:				110.00

50 E 600 411 257220 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	327.30
Totals for INDIANHEAD FOODSERVICE DISTRIB:				327.30
Account Total:				327.30

50 E 600 415 257220 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	459.74
Totals for INDIANHEAD FOODSERVICE DISTRIB:				459.74
Account Total:				459.74

50 E 600 561 257220 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HUBERT	1350	09/23/26	09/23/26	2,028.16
HUBERT	1350	09/23/26	09/23/26	199.99
Totals for HUBERT:				2,228.15
Account Total:				2,228.15

50 E 800 324 254490 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
BENEDICT REFRIGERATION	1339	09/23/26	09/23/26	258.00
BENEDICT REFRIGERATION	1339	09/23/26	09/23/26	451.50
BENEDICT REFRIGERATION	1339	09/23/26	09/23/26	451.50
BENEDICT REFRIGERATION	1339	09/23/26	09/23/26	146.34
BENEDICT REFRIGERATION	1339	09/23/26	09/23/26	14.57
BENEDICT REFRIGERATION	1339	09/23/26	09/23/26	65.00
Totals for BENEDICT REFRIGERATION:				1,386.91
Account Total:				1,386.91

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

50 E 800 335 257220 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
MIDWEST NATURAL GAS	1354	09/23/26	09/23/26	210.30
Totals for MIDWEST NATURAL GAS:				210.30
MIDWEST NATURAL GAS INC	1317	09/17/26	09/17/26	181.00
Totals for MIDWEST NATURAL GAS INC:				181.00
NextEra Energy Services Gas, LLC	1319	09/17/26	09/17/26	194.26
Totals for NextEra Energy Services Gas, LLC:				194.26
Account Total:				585.56

50 E 800 411 257220 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HUBERT	1242	09/14/26	09/14/26	22.57
HUBERT	1242	09/14/26	09/14/26	109.20
HUBERT	1242	09/14/26	09/14/26	18.58
HUBERT	1242	09/14/26	09/14/26	9.29
HUBERT	1242	09/14/26	09/14/26	200.82
HUBERT	1242	09/14/26	09/14/26	23.35
HUBERT	1242	09/14/26	09/14/26	9.29
HUBERT	1242	09/14/26	09/14/26	18.67
HUBERT	1242	09/14/26	09/14/26	260.00
Totals for HUBERT:				671.77
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	846.46
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	1,224.45
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	86.13
Totals for INDIANHEAD FOODSERVICE DISTRIB:				2,157.04
Account Total:				2,828.81

50 E 800 415 257210 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	1,490.91
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	2,913.02
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	2,786.93
Totals for INDIANHEAD FOODSERVICE DISTRIB:				7,190.86
Account Total:				7,190.86

50 E 800 415 257220 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EAST SIDE JERSEY DAIRY	1230	09/14/26	09/14/26	3,985.75
Totals for EAST SIDE JERSEY DAIRY:				3,985.75
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	7,227.43
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	7,496.66
INDIANHEAD FOODSERVICE DISTRIB	1244	09/14/26	09/14/26	9,592.23
Totals for INDIANHEAD FOODSERVICE DISTRIB:				24,316.32
PAN-O-GOLD BAKING CO	1320	09/17/26	09/17/26	629.94
Totals for PAN-O-GOLD BAKING CO:				629.94
RANDY'S NEIGHBORHOOD MARKET	1256	09/14/26	09/14/26	8.38
Totals for RANDY'S NEIGHBORHOOD MARKET:				8.38

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

50 E 800 415 257220 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Account Total:				28,940.39

50 E 800 420 257220 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
EDGE GRAPHICS	1309	09/17/26	09/17/26	24.00
Totals for EDGE GRAPHICS:				24.00
Account Total:				24.00

50 E 800 440 257210 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HUBERT	1242	09/14/26	09/14/26	2,050.00
Totals for HUBERT:				2,050.00
Account Total:				2,050.00

80 E 500 310 390000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
Gibson, Janell	1234	09/14/26	09/14/26	30.00
Totals for Gibson, Janell:				30.00
Sonnentag, Lynn M	1261	09/14/26	09/14/26	216.00
Totals for Sonnentag, Lynn M:				216.00
VISA	8000108	09/16/26	09/16/26	30.00
Totals for VISA:				30.00
Account Total:				276.00

80 E 500 324 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
SUMMIT COMMERCIAL FITNESS	1361	09/23/26	09/23/26	448.30
Totals for SUMMIT COMMERCIAL FITNESS:				448.30
WINONA CONTROLS INC	1278	09/14/26	09/14/26	579.87
Totals for WINONA CONTROLS INC:				579.87
Account Total:				1,028.17

80 E 500 324 254300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HOWARD'S HARDWARE HANK	1240	09/14/26	09/14/26	13.11
Totals for HOWARD'S HARDWARE HANK:				13.11
WINONA CONTROLS INC	1278	09/14/26	09/14/26	2,675.45
Totals for WINONA CONTROLS INC:				2,675.45
Account Total:				2,688.56

80 E 500 329 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
BECKY MAUG CLEANING INC	1304	09/17/26	09/17/26	1,340.00
Totals for BECKY MAUG CLEANING INC:				1,340.00
HUEBSCH	1313	09/17/26	09/17/26	314.20
Totals for HUEBSCH:				314.20

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

80 E 500 329 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
TERMINIX WIL-KIL	1265	09/14/26	09/14/26	74.05
TERMINIX WIL-KIL	1265	09/14/26	09/14/26	261.05
Totals for TERMINIX WIL-KIL:				335.10
Account Total:				1,989.30

80 E 500 335 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
MIDWEST NATURAL GAS	1354	09/23/26	09/23/26	171.38
Totals for MIDWEST NATURAL GAS:				171.38
Account Total:				171.38

80 E 500 336 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	5,688.89
Totals for CITY OF ARCADIA:				5,688.89
Account Total:				5,688.89

80 E 500 337 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	172.38
Totals for CITY OF ARCADIA:				172.38
Account Total:				172.38

80 E 500 338 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	208.79
Totals for CITY OF ARCADIA:				208.79
Account Total:				208.79

80 E 500 339 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	98.75
Totals for CITY OF ARCADIA:				98.75
Account Total:				98.75

80 E 500 351 390000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
ROYAL PUBLISHING	1357	09/23/26	09/23/26	195.00
Totals for ROYAL PUBLISHING:				195.00
Account Total:				195.00

80 E 500 411 390000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
HOWARD'S HARDWARE HANK	1240	09/14/26	09/14/26	26.99
Totals for HOWARD'S HARDWARE HANK:				26.99
Account Total:				26.99

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 **Check Date:** All - All **SCHOOL DISTRICT OF ARCADIA**

80 E 500 440 390000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CHIPPEWA VALLEY SPORTING GOODS	1307	09/17/26	09/17/26	1,280.00
Totals for CHIPPEWA VALLEY SPORTING GOODS:				1,280.00
Account Total:				1,280.00

80 E 500 450 390000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
GILLETTE PEPSI	1348	09/23/26	09/23/26	281.00
Totals for GILLETTE PEPSI:				281.00
Account Total:				281.00

80 E 500 480 390000 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
VISA	8000108	09/16/26	09/16/26	71.96
Totals for VISA:				71.96
Account Total:				71.96

80 E 600 335 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
MIDWEST NATURAL GAS	1354	09/23/26	09/23/26	16.88
Totals for MIDWEST NATURAL GAS:				16.88
Account Total:				16.88

80 E 600 336 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	394.68
Totals for CITY OF ARCADIA:				394.68
Account Total:				394.68

80 E 600 337 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	57.11
Totals for CITY OF ARCADIA:				57.11
Account Total:				57.11

80 E 600 338 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	70.57
Totals for CITY OF ARCADIA:				70.57
Account Total:				70.57

80 E 600 339 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
CITY OF ARCADIA	8000110	08/31/26	09/17/26	91.45
Totals for CITY OF ARCADIA:				91.45
Account Total:				91.45

Vendor Payment by Account

Post Date: 09/01/2026 - 09/30/2026 Check Date: All - All SCHOOL DISTRICT OF ARCADIA

80 E 700 329 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
ARCADE PORTABLES	1301	09/17/26	09/17/26	22.00
Totals for ARCADE PORTABLES:				22.00
Account Total:				22.00

80 E 700 335 253300 000

Vendor Name	Check/Wire Transfer/ ACH Number	Check Date	Invoice Post Date	Amount
MIDWEST NATURAL GAS	1354	09/23/26	09/23/26	171.38
Totals for MIDWEST NATURAL GAS:				171.38
Account Total:				171.38

Fund Totals

Fund Code	Fund Description	Number of Accounts	Fund Total Amount
10	GENERAL	91	745,629.19
20	School Activity Accounts	10	12,702.70
27	SPECIAL EDUCATION	14	32,266.91
50	FOOD SERVICE FUND	10	46,021.72
80	COMMUNITY CENTER	21	15,001.24
Grand Totals:		146	851,621.76