

AGENDA

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

MONDAY, APRIL 8, 2024

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

**HTTPS://US02WEB.ZOOM.US/J/88607228757?PWD=SHE3AFV0EJNHQSTSBMPIS
XJ5QVVEDZ09 BY PHONE USING 1-646-568-7788 MEETING ID 886 0722 8757 &**

PASSWORD 326512

1701 2ND STREET

NEW GLARUS, WISCONSIN 53574

7:15 PM

- I. **CALL TO ORDER**
 - A. Agenda Published
 - B. Roll Call
 - C. Approval of Agenda and Revisions
- II. **INTRODUCTIONS-PRESENTATIONS**
 - A. Math Team
- III. **PUBLIC COMMENT PERIOD**
- IV. **APPROVAL OF CONSENT AGENDA**
 - A. Item(s) To Be Removed From Consent Agenda
 - 1. Board Minutes

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SCHOOL DISTRICT OF NEW GLARUS DISCUSSION AND REGULAR SCHOOL BOARD MEETING

Monday, March 11, 2024

CALL TO ORDER

The meeting was called to order at 7:16 p.m. by Board President, Bill Oemichen. The agenda was posted at the New Glarus Elementary School, New Glarus Middle School, New Glarus High School, Bank of New Glarus, New Glarus Post Office, Lake Ridge Bank – New Glarus Branch, Woodford State Bank – New Glarus Branch, and the District Website.

ROLL CALL

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

APPROVAL OF AGENDA AND REVISIONS

Dr. Thayer requested the Board allow the 6th grade staff to present information to the Board about the Wyalusing trip prior to the Musical presentation.

Motion by Travis Zimmerman to approve the agenda and allow the 6th grade staff to present information to the Board about the Wyalusing trip ahead of the musical presentation.. Second by Ron Roesslein. Motion carried 7-0.

INTRODUCTIONS –PRESENTATIONS

6th Grade Wyalusing Trip

The 6th grade teaching staff presented information to the Board about the 6th Grade Wyalusing trip in May.

Musical

The musical presentation was cancelled.

PUBLIC COMMENT PERIOD

~None

APPROVAL CONSENT AGENDA

ITEM(S) TO BE REMOVED FROM CONSENT AGENDA

1. BOARD MINUTES & CLOSED SESSION MINUTES
2. APPROVAL OF BILLS
3. TREASURER’S REPORT
4. STAFFING REPORT

5. DONATIONS

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

COMMITTEE UPDATES

POLICY, COMMUNICATION & ADVOCACY; Did not meet.

HANDBOOK AND PERSONNEL; Met. The committee reviewed the Teacher Salary Schedule, Support Staff Salary Schedule, and the Exempt Staff Salary Increase information for 2024-25.

BUDGET: Did not meet.

CURRICULUM, SPORTS & CO-CURRICULAR: Met. The committee reviewed the NGSD Library plan, and the HS Biology Pilot Proposal.

FACILITIES, TRANSPORTATION, AND TECHNOLOGY: Did not meet.

DISCUSSION AND POSSIBLE ACTION ITEMS

A. Softball Co-op Renewal

The Board reviewed the WIAA Softball Co-op Renewal for 2024-25 and 2025-26.

Motion by Cari Ann Muggenburg to approve the WIAA Softball Co-op Renewal for 2024-25 and 2025-26 as presented. Second by Ron Roesslein. Motion carried 7-0.

B. HS BIOLOGY PILOT PROPOSAL

The Board reviewed the High School Biology Pilot proposal.

Motion by Curriculum, Sports & Co-Curricular Committee Chair Cari Ann Muggenburg to approve the HS Biology Pilot proposal as presented. Motion carried 7-0.

C. 6th GRADE WYALUSING TRIP

The Board reviewed the 6th Grade Wyalusing Trip proposal.

Motion by Heather Thornton to approve the 6th Grade Wyalusing Trip as presented. Second by Ron Roesslein. Motion carried 7-0.

D. HOSA State Conference

The Board reviewed the proposal for students to attend the HOSA State Conference in Wisconsin Dells on April 14-16, 2024.

Motion by Ron Roesslein to approve attendance at the HOSA State Conference in Wisconsin Dells as presented. Second by Travis Zimmerman. Motion carried 7-0.

E. SAFETY PATROL TRIP TO WI DELLS

The Board reviewed the Safety Patrol Trip to Wisconsin Dells proposal.

Motion by Travis Zimmerman to approve the Safety Patrol Trip to Wisconsin Dells as presented. Second by Heather Thornton. Motion carried 7-0.

F. 5th GRADE FIELD TRIP TO CHICAGO

The Board reviewed the 5th Grade Field Trip to Chicago proposal.

Motion by Travis Zimmerman to approve the 5th Grade Field Trip to Chicago as presented. Second by Cari Ann Muggenburg. Motion carried 7-0.

G. FCCLA STATE CONFERENCE – WI DELLS

The Board reviewed the proposal for students to attend the FCCLA State Conference in Wisconsin Dells.

Motion by Cari Ann Muggenburg to approve attendance at the FCCLA State Conference as presented. Second by Casey McCoy. Motion carried 7-0.

H. LIBRARY PLAN

The Board reviewed the update to the library plan which needs to be updated every 5 years and submitted to DPI.

Motion by Cari Ann Muggenburg, Curriculum, Sports, and Co-Curricular Committee Chair to approve the library plan as presented. Motion carried 7-0.

I. RESIGNATIONS

The Board reviewed the resignation of Sally Nealis, Elementary School Teacher.

Motion by Travis Zimmerman to accept the resignation of Sally Nealis, Elementary Teacher as presented. Second by Ron Roesslein. Motion carried 7-0.

J. NEW HIRES

The Administration recommended hiring Claire McMannes as Early Childhood/Special Education Teacher.

Motion by Ron Roesslein to approve the hiring of Claire McMannes as Early Childhood/Special Education Teacher as presented. Second by Cari Ann Muggenburg. Motion carried 7-0.

DISCUSSION ITEMS

A. WASB LEGAL CONFERENCE UPDATE

Board President, Bill Oemichen gave the Board an overview of the WASB Legal Conference that he attended recently.

B. DANE COUNTY COLLABORATIVE GOVERNANCE MEETING UPDATE

Board President, Bill Oemichen, and Dr. Thayer shared information they learned at a Dane County Collaborative Governance meeting they attended.

C. PRIMARY SCHOOL UPDATES

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

D. ATHLETIC COMPLEX UPDATES

Dr. Thayer provided the Board with an update on the Athletic Complex.

ANNOUNCEMENTS

~None

FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS.

- April 8, 2024 – Discussion and Regular Board Meeting – 7:15 p.m.
- April 22, 2024 – Re-organizational Meeting – 7:00 p.m.
- April 22, 2024 – Discussion and Regular Board Meeting – 7:15 p.m.

CLOSED SESSION

The Board will entertain a motion to convene into closed session pursuant to s. 19.85 (1) (e) Wis. Stats., as appropriate to discuss fundraising agreements. The Board will propose recommendations in closed session. Thereafter, the Board will entertain a motion to reconvene into open session. The Board may take further action that is necessary and appropriate. The Board will then entertain a motion to adjourn.

Motion by Ron Roesslein to move into closed session at 8:25 p.m. Second by Travis Zimmerman.

Motion carried 7-0 with a roll call vote. Bill Oemichen, Aye, Ron Roesslein, Aye, Travis Zimmerman, Aye, Cari Ann Muggenburg, Aye, Cassie Ballweg, Aye, Casey McCoy, Aye, Heather Thornton, Aye.

Motion by Ron Roesslien to move back into open session at 8:38 p.m. Second by Casey McCoy. Motion carried 7-0 with a roll call vote. Bill Oemichen, Aye, Ron Roesslein, Aye, Travis Zimmerman, Aye, Cari Ann Muggenburg, Aye, Cassie Ballweg, Aye, Casey McCoy, Aye, Heather Thornton, Aye.

Motion by Travis Zimmerman to approve the fundraising agreements discussed in closed session. Second by Cassie Ballweg. Motion carried 7-0.

ADJOURN

Motion by Cari Ann Muggenburg to adjourn the meeting at 8:40 p.m. Second by Casey McCoy. Motion carried 7-0.

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

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

Monday, February 12, 2024
Amended Minutes

CALL TO ORDER

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

ROLL CALL

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

APPROVAL OF AGENDA AND REVISIONS

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

INTRODUCTIONS –PRESENTATIONS

Transition Program (18-21) and Life Skills Tour

Staff member Angie O’Bel provided the Board with a tour of the updated Special Education facilities at the middle/high school, and shared information about programming for students in our transition program (18–21-year-olds) as well as our Life Skills class.

PUBLIC COMMENT PERIOD

~None

APPROVAL CONSENT AGENDA

ITEM(S) TO BE REMOVED FROM CONSENT AGENDA

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

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

COMMITTEE UPDATES

POLICY, COMMUNICATION & ADVOCACY; Did not meet.

HANDBOOK AND PERSONNEL; Did not meet.

BUDGET; Did not meet.

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

FACILITIES, TRANSPORTATION, AND TECHNOLOGY: Met. Chair Bill Oemichen reviewed the Athletic Complex Timeline. Received an update on fundraising for the Athletic Complex. Dr. Thayer provided the Committee with an update on discussions with local contractors and subcontractors for some of the athletic complex construction projects. The Committee also received an update on the primary school construction project.

DISCUSSION AND POSSIBLE ACTION ITEMS

A. AUDIT REPORT

The Board reviewed the 2022-23 Audit.

Motion by Budget Committee Chair, Travis Zimmerman to accept the 2022-23 Audit as presented. Motion carried 7-0.

B. RESIGNATIONS

The Board reviewed the resignation from Tracy Bristow, Early Childhood Special Education Teacher.

Motion by Travis Zimmerman to approve the resignation of Tracy Bristow, Early Childhood Special Education Teacher as presented. Second by Cari Ann Muggenburg. Motion carried. 7-0.

C. NEW HIRES

The Administration recommended the transfer of Dr. Eichelkraut to Middle School Principal/District Curriculum Director for the 2024-25 school year.

Motion by Ron Roesslein to approve the transfer of Dr. Eichelkraut to Middle School Principal/District Curriculum Director for the 2024-25 school year as presented. Second by Cassie Ballweg. Motion carried 7-0.

DISCUSSION ITEMS

A. LAND SALE PROCESS

Dr. Thayer provided an overview of the land sale process to the Board.

B. PRIMARY SCHOOL UPDATES

Dr. Thayer provided the Board with an update on the Primary School. The building is currently on schedule and on budget.

C. ATHLETIC COMPLEX UPDATES

Dr. Thayer provided the Board with an update on the Athletic Complex.

ANNOUNCEMENTS

~None

FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS.

- February 26, 2024 - Discussion and Regular Board Meeting – 7:15 p.m.
- March 11, 2024 - Discussion and Regular Board Meeting – 7:15 p.m.

CLOSED SESSION

The Board will entertain a motion to convene into closed session pursuant to s. 19.85 (1) (e) and/or (f) and/or (f) Wis. Stats., as appropriate to 1. Discuss 45-acre land purchase offers, and 2. Discuss the Superintendent’s Contract. The Board will propose recommendations in closed session. Thereafter, the Board will entertain a motion to reconvene into open session. The Board may take further action that is necessary and appropriate. The Board will then entertain a motion to adjourn.

Motion by Travis Zimmerman to move into closed session at 8:05 p.m. Second by Ron Roesslein. Motion carried 7-0 with a roll call vote. Bill Oemichen, Aye, Ron Roesslein, Aye, Travis Zimmerman, Aye, Cari Ann Muggenburg, Aye, Cassie Ballweg, Aye, Casey McCoy, Aye, Heather Thornton, Aye.

Motion by Travis Zimmerman to move back into open session at 8:43 p.m. Second by Ron Roesslein. Motion carried 7-0 with a roll call vote. Bill Oemichen, Aye, Ron Roesslein, Aye, Travis Zimmerman, Aye, Cari Ann Muggenburg, Aye, Cassie Ballweg, Aye, Casey McCoy, Aye, Heather Thornton, Aye.

Motion by Travis Zimmerman to accept the offer from Bader Brothers Enterprises to purchase the 45.9 acres of land owned by New Glarus School District. Second by Ron Roesslein. Motion carried 7-0 with a roll call vote. Bill Oemichen, Aye, Ron Roesslein, Aye, Travis Zimmerman, Aye, Cari Ann Muggenburg, Aye, Cassie Ballweg, Aye, Casey McCoy, Aye, Heather Thornton, Aye.

ADJOURN

Motion by Cari Ann Muggenburg to adjourn the meeting at 8:44 p.m. Second by Travis Zimmerman. Motion carried 7-0.

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

**SCHOOL DISTRICT OF NEW GLARUS
PURCHASING CARD ACTIVITY
FEBRUARY 29, 2024**

Vendor	Description	Amount
EMC INSURANCE COMPANIES	DISTRICT INSURANCE	11,240.29
NELSONS BUS SERVICE INC	BUS REPAIRS	10,728.58
NEW GLARUS	HS/MS JAN UTIL	7,432.89
NEW GLARUS	GS Jan services	5,591.20
PAYPAL *SAFETYPATRO	Wisconsin Dells trip	5,556.25
RIDDELL ALL AMERICAN	FB DECALS/HELMET RECONDITIONING	3,565.29
BSN SPORTS LLC	FB UNIFORM PANTS/ATHL TAPE	3,104.24
"RENNING, LEWIS LACY,"	JAN LEGAL SERVICES	2,944.00
SAN-A-CARE	custodial supplies	2,004.51
OMLET ORDER #1735006	EIE Grant # 45661- Knight's Coop	1,739.70
SAN-A-CARE	custodial supplies	1,692.97
NEW GLARUS	MS JAN SERV	1,534.63
SCHOLASTIC EDUCATION	Library Account 439 -Software	1,495.00
CLARITY TECHNOLOGY GROUP	INSTALLATION/CONSULTATION NOVEMBER 2023	1,226.72
DJ FAST PAY	Wall Street Journal online access	1,200.00
SAN-A-CARE	custodial supplies	1,099.61
IN *WISCONSIN SCHOOL MUSI	HS Solo and Ensemble Registration	977.90
BADGER SPORTING GOODS CO.	BASEBALL HATS	858.28
BADGER SPORTING GOODS CO.	MISC BB SUPPLIES	820.00
OVERDRIVE DIST	ebooks and audiobooks	791.25
"PROJECT LEAD THE WAY, INC"	Medical Interventions lab supplies	767.50
FSP*RBS ACTIVEWEAR	FB ATHL WEAR	732.65
DHS EPAY FORWARD HEALTH	Medicaid recertification	709.00
MUSIC IS ELEMENTARY	Recorders and flutophones	706.70
FOLLETT SCHOOL SOLUTIONS	Books	678.58
GOPHER FAMILY BRANDS	Badminton Pole Replacement	669.76
WASTE MGMT WM EZPAY	FEB SERV	668.96
AMAZON.COM*RI26K61H1	Review Books for national exam.	619.95
FSP*RBS ACTIVEWEAR	Boys Basketball - Conf Champ T-Shirts	604.70
YOURMEMBERSHIP	membership	499.00
FOLLETT SCHOOL SOLUTIONS	Books	481.89
CLARITY TECHNOLOGY GROUP	DEC/JAN SERVICES	477.19
FOLLETT SCHOOL SOLUTIONS	Books	455.96
SP MHS: MULTI HEALTH	Assessment	420.40
AMAZON.COM*RI2J15531	2023_2024 AP Practice Test.pdf	419.80
WWW.WIFCA.ORG	WFCFA Clinic Membership for football coaching	417.04
AMZN MKTP US*RI0041VM2	FFA week supplies	401.63
AMZN MKTP US*RW5XJ8PW0	variety of supplies for art projects	401.57
BSN SPORTS LLC	BBB UNIFORM	370.00
GIV*UW ATHLETICS	UW Badger coaches clinic volleyball	340.00
PARTSTREE.COM	Ag Power Engine Supplies	335.58
AMZN MKTP US*RI0793D0	PBIS Prize drawing	257.28
IN *EMERGENCY LITE SERVIC	batteries- emergency/exit lights	254.97
SPECTRUM	Feb services	253.99
WASBO FOUNDATION	conference registration	250.00

**SCHOOL DISTRICT OF NEW GLARUS
PURCHASING CARD ACTIVITY
FEBRUARY 29, 2024**

WISCONSIN SCHOOL MUSIC AS	HS State Honor's Choir Audition Registrations	250.00
AMZN MKTP US*R21RX3GS1	Hygiene products	246.38
PAYPAL *CESA 2	SPED aide training Non Violent Crisis Intervention	245.00
PARTSTREE.COM	Remaining parts order - engines	243.96
FOLLETT SCHOOL SOLUTIONS	Library Account 432 - Books	241.06
ODP BUS SOL LLC# 106869	New Kuerig for Staff Lounge	219.95
WILLIAM V MACGILL & CO	supplies for nursing offices	210.16
PICK N SAVE #5002	HS Food Lab Supplies	207.38
AMZN MKTP US*RZ6CV8R70	Classroom supplies and review activities	205.49
FINGER PUBLISHING	AGENDA'S	200.90
AMZN MKTP US*R20011BF0	Supplies	200.26
MUSICPLAYONLINE.COM	Class materials	200.00
BYU CONTINUING ED2	BYU Astronomy	199.00
BYU CONTINUING ED2	BYU class	199.00
BYU CONTINUING ED2	BYU class	199.00
COSTCO WHSE#1491	Staff Breakfast	196.05
FLINN SCIENTIFIC INC	ap chem lab	190.49
EZCATERSUBWAY	Pep Band Dinner	186.98
WASDA	Conference	185.00
NEW GLARUS HARDWARE	Paint Tools	172.31
AMZN MKTP US*R27GP94H1	DS tape, molds	168.52
FSP*RBS ACTIVEWEAR	athletic tape for med kid supplies	163.00
ZOOM.US 888-799-9666	Zoom purchase	159.90
WALMART.COM	HS Food Lab Supplies	157.95
USPS PO 5659000694	Postage for Scholarship Packets	156.84
AED SUPERSTORE	1st Response/Aid supplies	156.75
PAYPAL *CESA 2	CESA2 AI Conference.pdf	150.00
WISCONSIN SCHOOL MUSIC AS	ML Honors Registration 24	150.00
CASEYS PIZZA 3572	PT Conference meal	147.62
AMZN MKTP US*RB1ZF0B51	7th Grade Supplies to Replenish	146.73
WARD BRODT MUSIC	F Horn Mpcs	145.98
AMAZON.COM*RB9645KU1	Kindle for student and paper	145.22
PICK N SAVE #5002	HS FCS Food Supplies	144.13
SUPPORTPDFFILLER.COM	pdf fillable	144.00
ODP BUS SOL LLC# 106869	supplies	136.02
AMZN MKTP US*RW9AG8KI0	Ag Day Supplies	136.02
NOODLES & CO 207	Regional Mock Trial Dinner	135.24
AMZN MKTP US*RZ8IB6FX2	supplies for storage and beading	132.85
GRAINGER	light bulbs	132.28
WISCONSIN RIVERSIDE RESOR	Boys Basketball - Team Dinner	132.25
ROCKY ROCOCO PIZZA #10	Math 24 Lunch for students	132.05
AMZN MKTP US*RW3V34RS0	supplies for 7th. Seniors	128.55
AMZN MKTP US*RB2I16ZD2	Vocal Jazz Men's Vests for HS	126.22
WISCONSIN SCHOOL MUSIC AS	Middle Level State Honors Audition Registration	125.00
GLACIER CANYON LLC	CESA 5 Speech Conference Lodging (one night)	122.36
AMZN MKTP US*RI5BN5SE1	Classroom supplies 12	120.76
SPECTRUM	FEB SERV	119.97

**SCHOOL DISTRICT OF NEW GLARUS
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AMZN MKTP US*RB5809IA1	Welding Jacket	118.79
New Glarus Post Office	Postage	117.20
AMZN MKTP US*RB61A92M0	office supplies	116.40
AMZN MKTP US*RI1AK3L51	Items for Caring for Kids closet	112.73
AMZN MKTP US*RI7166SZ0	Sweet Adeline Dresses for HS	111.78
WARD BRODT MUSIC	Bass Clarinet Repair	111.50
JACKS SMALL ENGINES & GEN	Engine Parts	110.60
ROY'S MARKET	Ag Day Supplies	108.12
THE LIBRARY STORE	Books processing supplies	108.09
SUBWAY 6038	Regional Mock Trial Team Lunch	106.07
AMZN MKTP US*RB6TX3050	Valentine's Day Supplies	105.72
CASEYS PIZZA 3572	Ag Day lunch	104.36
NEW GLARUS HARDWARE	Ag Power supplies	103.14
AMZN MKTP US*RI64I7F72	art projects for a variety of classes and students.	102.92
PICK N SAVE #5002	HS Lab Supplies	100.28
WISCONSIN SCHOOL MUSIC AS	Middle Level Honor's Choir Audition Registration Fees	100.00
AMZN MKTP US*R218B9SZ1	Batteries for clocks	99.95
AMZN MKTP US*RB3AU5052	Garment Bags for costumes & Sweet Adeline Dress	98.62
NEW GLARUS HARDWARE	Musical	97.96
CULVERS OF NEW GLARUS	Lunch Math 24 Team	97.80
AMZN MKTP US*RB5IG1AW2	Valentine's Day Candy/Activity	97.08
TARGET 00021063	Cart and File Boxes	96.99
AMZN MKTP US*RB47S92H0	office supplies	95.90
FULLCIRCLE26 INC	Grow light replacement	91.73
AMAZON.COM*RZ4XX5RV0	supplies	85.99
AMZN MKTP US*RW2ZE6HR2	Books	84.78
AMZN MKTP US*RB1A57UT1	PBIS	83.97
WALMART.COM	FCCLA Snowball Supplies	82.99
AMZN MKTP US*RB0PO0G22	PBIS	82.87
AMZN MKTP US*R291B0PQ2	supplies for student	82.83
AMZN MKTP US*RW9OL6MH0	Student Hygiene Supplies	80.53
AMAZON.COM*R21NU2BY1	Poster Board for 7/8th Science	79.44
AMAZON.COM*RB1RV3NZ2	Books	75.90
SP FERREES TOOLS	Tuning Slide Removal Tool	75.45
ROY'S MARKET	Boys Basketball - Concession Supplies	74.01
OVERDRIVE DIST	Ebooks and audiobooks	73.50
AMAZON RET* 111-794446	batteries, laminating sheets, disinfecting wipes	70.60
NEW GLARUS HARDWARE	water softener salt	69.90
AMZN MKTP US*RZ3SW7840	7th Grade iReady Prizes	68.68
AMZN MKTP US*RI20K5MQ0	PBIS Prize drawing	68.28
AMAZON.COM*RW34O75D0	Student Hygiene Supplies	67.61
RBS ACTIVE* NEW GLARUS	General athletic purchase	65.85
AMZN MKTP US*RW42R2OP2	Office Supplies	65.84
NEW GLARUS HARDWARE	Hardware for the Musical	64.70
AMZN MKTP US*RW7DK0NS2	Job Skills Curriculum Materials	64.65
AMZN MKTP US*RZ3UO4RF0	school supplies	62.39
AMZN MKTP US*R20OI92S2	Pencil Sharpeners	61.31

**SCHOOL DISTRICT OF NEW GLARUS
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AMAZON.COM*RI3IR4A82	Dramatic Play	60.96
AMZN MKTP US*RI1TT1J62	upplies for students se	60.85
AWL*PEARSON EDUCATION	BASC scoring subscription	60.00
BACKBLAZE.COM	Monthly cloud backup	59.28
CURATOR GROUP PTY LTD	Monthly sub fee for Twitter on digital signage	59.00
J.W. PEPPER	Trombone Duets for Solo Ensemble	58.47
EJAZZLINES.COM	Jazz Band- Feels so good.	57.27
AMAZON.COM*RI3806CF2	Classroom materials	56.35
AMZN MKTP US*RI9Y40WB2	Supplies for Band	55.26
AMAZON.COM*RZ3M61AW2	seating option	54.99
AMZN MKTP US*RW78P5NI2	Office Supplies	54.25
JUNG GARDEN CENTER -	garden seeds	52.35
SKILLSUSA ORG	REGISTRATION FEES	52.00
J.W. PEPPER	Jazz Band Music	50.99
AMZN MKTP US*R255449N1	Ag Day supplies	50.72
AMZN MKTP US*R29666ILO	Spanish Bingo	50.40
SP MHS: MULTI HEALTH	Protocols-MASC	50.12
AMZN MKTP US*RI5QE4M62	Wireless headset for Zoom meetings	49.99
"THINK SOCIAL PUBLISHING,"	Social Thinking Webinar- PD	49.00
FADV BACKGROUND SCREENIN	background checks	48.69
SAN-A-CARE	custodial supplies	48.09
WM SUPERCENTER #802	Supplies for students Elementary S/L Team	47.69
CASEYS PIZZA 3572	Pizza for Vocal Jazz	47.44
CASEYS PIZZA 3572	Pizza for Vocal Jazz Rehearsal	47.44
VERONA POSTAL CONNECTIONS	POSTAGE FOR RESOLUTION DOCUMENTS	45.31
AMZN MKTP US*RW2RD2M71	Wireless keyboard/mouse	44.99
AMAZON.COM*R25AO3EN2	Torch attachment	44.98
AMZN MKTP US*R26D206G0	Arm-R-Seal	44.95
AMZN MKTP US*RI73G3MT1	supplies	44.64
AMZN MKTP US*RW4LZ9NP2	Boys Basketball - Drinking cups for bench	43.98
WAL-MART #0802	Recess materials	43.65
WALMART.COM 8009666546	HS Food Lab Supplies	43.30
AMZN MKTP US*RB8PQ4G10	MS Lab Supplies	42.46
SP MHS: MULTI HEALTH	Protocols - CBRS	42.20
GRAINGER	plumbing repair parts	42.07
J.W. PEPPER	Large Group Judges Scores	41.99
AMAZON RET* 112-599621	puzzles	41.95
AMZN MKTP US*R23RM1V72	Ag Power supplies	41.45
AMZN MKTP US*RW6P91S81	Musical	41.30
WARD BRODT MUSIC	Bari Sax Harness	40.99
AMZN MKTP US*RW4FG0QZ2	Classroom supplies	40.94
WARD BRODT MUSIC	Ward Beginner books	40.85
AMAZON RET* 113-749198	Play-Doh	40.80
AMAZON.COM*RW2K85IP0	Staff Supplies	40.46
SUBWAY 29346	Quiz Bowl reward	40.20
CASEYS PIZZA 3572	Pep Band Pizza	40.07
AMZN MKTP US*R27X89PB2	Classroom supplies	39.24

**SCHOOL DISTRICT OF NEW GLARUS
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NEW GLARUS HARDWARE	Spray Poly	38.97
AMZN MKTP US*RB5OZ2022	plastic file folders	37.96
ROY'S MARKET	FFA Movie Night	37.66
UW MADISON WISC UNION	Lunches for HS Math 24 Proctors	37.17
AMZN MKTP US*RW1U76GP2	Band Supplies	37.10
AMZN MKTP US*RI2B42FW2	PBIS Prize drawing	37.04
AMZN MKTP US*RW9QT3VY1	Lesson Plan Book	36.99
UW MADISON WISC UNION	Lunches for HS Math 24 Proctors	36.64
AMZN MKTP US*RI4DH31Z1	Pad Saver for Pianos	36.04
FTP*FINANCIAL TIMES	News	35.00
AMZN MKTP US*RZ54D5600	CNC Flex Hose	34.89
CASEYS #3572	Gas for Van for Solo/Ensemble Contest trip	34.24
NEW GLARUS HARDWARE	wall mounting hardware	33.99
NEW GLARUS HARDWARE	Ag Power supplies	33.98
WWW.BASEBALLWISCONSIN.	WBCA YEARBOOK	33.96
AMZN MKTP US*RZ3M22YA0	Band Supplies	33.94
AMZN MKTP US*RB65I4NE2	office supplies	33.90
AMZN MKTP US*RI3FO0D41	Office Supplies	33.88
AMZN MKTP US*RB5Y26VM2	FCCLA Snowball Supplies	31.97
SQ *NEW GLARUS CHAMBER OF	School Counselor Recognition Day	30.00
AMZN MKTP US*RZ1EW3B20	Books	29.93
AMZN MKTP US*R07JQ2RQ1	Spray Poly	29.73
AMZN MKTP US*RW6S93E62	Solo and Ensemble Theater Solo Costumes	29.51
AMZN MKTP US*R23M02U60	Decor for classroom and office supplies	29.48
WM SUPERCENTER #802	Valentine's Day activities rewards	29.20
AMZN MKTP US*RW8VC6IH0	Staff ID Holders	28.72
AMZN MKTP US*RI30U0RY2	Joist Hangers	27.99
ALDI 64058	Supplies for Elementary S/L Team-students	27.87
USPS PO 5659000694	Stamps for scholarship letters	27.20
WARD BRODT MUSIC	Reeds	26.99
AMAZON.COM*RI24D3341	stain sticks	26.50
WAL-MART #0802	Class treats	26.48
GRAINGER	table cart wheel repair	25.42
AMZN MKTP US*RW2GA07L0	Office Supplies	25.42
AMZN MKTP US*R27Z57MO1	Drill attachment	25.18
AMZN MKTP US*RI0LE4PU1	Pool Noodles for PBIS	24.99
AMAZON RET* 113-765348	PE Materials	24.99
NORTHERN TOOL	maintenance storage	24.99
AMZN MKTP US*RB4ZB16N1	PBIS Prize drawing	24.99
ROY'S MARKET	Life skills class supplies	24.45
GOOGLE *YOUTUBEPREMIUM	Youtube- no ad	24.25
ROY'S MARKET	Concessions Stand purchase (water)	23.94
AMZN MKTP US*RW9FR9K11	Musical	23.20
AMZN MKTP US*RI8TB5WN0	mini notebooks for German 4/5 writing project	23.20
WAL-MART #0802	MS Food Lab Supplies	22.84
AMAZON.COM*R27FJ2U60	Hygiene products 15	22.57
SHEETMUSICPLUS.COM	Sweet Adeline's Music	21.94

**SCHOOL DISTRICT OF NEW GLARUS
PURCHASING CARD ACTIVITY
FEBRUARY 29, 2024**

TEACHERSPAYTEACHERS.COM	Touch Point Math	21.10
AMZN MKTP US*R25NL87L1	Vocal Jazz Men's Vests for HS	21.09
TEACHERSPAYTEACHERS.COM	supplemental reading comprehension materials	21.00
AMZN MKTP US*RW0178YL2	MISC - alcohol wipes	20.99
AMZN MKTP US*R21JT7FJ1	Renaissance Enrichment Materials	20.86
CKE*DELLS PIZZA LAB WISCO	Pizza receipt from dinner one night of conference	20.23
COSTCO WHSE#1491	Mock Trial Regional tournament lunch	19.99
AMZN MKTP US*RB8HC7CP2	Reward for student achievement	19.98
GEMPELER'S SUPERMAR	MS Food Supplies	19.27
NEW GLARUS HARDWARE	brooder lamp	18.99
AMAZON.COM*RZ4QY6UW0	Book	18.98
J.W. PEPPER	Large Group Judges Scores	18.00
TARGET 00021063	binder, notebook	17.88
PRIME VIDEO *R23RH7LA1	Jurassic World - lesson for marketing and product placemer	17.71
AMZN MKTP US*R26GK7UPO	HS General Supplies	17.58
PAYPAL *SNAPDOWNLD SNA	Subscription- YouTube download tool	16.99
NEW GLARUS HARDWARE	soft lens/red heat	16.99
AMZN MKTP US*R272S8MR1	Ag Day	16.99
AMZN MKTP US*RB0PP3E32	office supplies	16.95
ROYS MARKET	Snacks for Jazz Band	16.67
PAYPAL *GOOGLE LLC GOOGLE	Google license - (4)	16.00
AMZN MKTP US*RI97U7HF0	Desk Risers	15.88
AUDIBLE*RB10I3VV0	Audible.com monthly membership Feb 2024	15.77
GRAINGER	custodial supplies	15.36
J.W. PEPPER	Choir Music	15.00
J.W. PEPPER	HS Choir Music	15.00
AMZN MKTP US*R217O8WB1	Supplies	14.99
AMZN MKTP US*RW1MM7KM1	Greenhouse supplies	14.99
CKE*DELLS PIZZA LAB WISCO	SLP Institute Conference Dinner	14.93
CASEYS PIZZA 3572	Knight Crew TA meeting	14.76
ROYS MARKET	MS Food Lab Supplies	14.47
AMZN MKTP US*RI70O7JW2	PBIS Prize drawing	14.00
NOODLES & CO 207	Regional Mock Trial Dinner	13.80
AMAZON.COM*RI11E5PT1	supplies	13.73
AMZN MKTP US*RW56T9KR2	Classroom supplies	13.44
ULTIMATE SLP	Online Therapy Games	12.95
NYTIMES*NYTIMES	News	12.57
ROYS MARKET	HS Food Lab Supplies	12.26
AMAZON.COM*RB1B71CB2	3- Sketching books and set of drawing markers	11.95
SPOTIFY USA	Spotify account for home sporting events	11.59
New Glarus Post Office	Postage	11.40
ROYS MARKET	HS Food Lab Supplies	10.77
SPORTSENGINE INC	Abuse Prevention Training fee for Football coaching staff (f	10.00
AMAZON MUSIC*RB7DH6782	Amazon music subscription *CANCELLED*	9.99
AMZN MKTP US*RW1NC3JZ1	CLASSROOM MATERIALS	9.99
AMZN MKTP US*RI50P91U2	PBIS	8.68
GEMPELER'S SUPERMAR	FOODS CLASS	8.07

**SCHOOL DISTRICT OF NEW GLARUS
PURCHASING CARD ACTIVITY
FEBRUARY 29, 2024**

ROCKY ROCOCO PIZZA #10	lunch for Math 24 participants	7.98
GEMPELER'S SUPERMAR	MS FCS Food Supplies	7.71
MEETENHANC* MEET ENHAN	google meet enhancement	7.00
TWPSUB28538583	News	7.00
TEACHERSPAYTEACHERS.COM	Supplemental Reading materials - phonemic awareness	7.00
AMZN MKTP US*RW7G37NZ2	Curricular Materials	6.99
ODP BUS SOL LLC# 106869	supplies	6.58
AMZN MKTP US*R15ZU6Q91	Snack time	6.49
GRAINGER	table repairs parts	6.46
TEACHERSPAYTEACHERS.COM	chem activity	6.32
NEW GLARUS HARDWARE	plumbing for FACS ice machine	5.99
AMZN MKTP US*RB0C41FH2	Ag Power supplies	5.98
J.W. PEPPER	Peart at heart Drum Solo	4.50
AWL*PEARSON EDUCATION	Pedi-Cat Assessment	4.00
KHAN ACADEMY	Khanamigo AI software	4.00
TEACHERSPAYTEACHERS.COM	Classroom Resources	3.70
NEW GLARUS HARDWARE	plumbing parts	3.59
TEACHERSPAYTEACHERS.COM	Math Resource	3.17
TEACHERSPAYTEACHERS.COM	Supplies	2.80
TEACHERSPAYTEACHERS.COM	chem activity	2.64
J.W. PEPPER	HS Choir Music	2.25
PAYPAL *PIXLR	subscription fee photo editing	1.99
TEACHERSPAYTEACHERS.COM	activity for tech class	1.32
AMAZON WEB SERVICES	Monthly AWS fee for computer science classes.	1.00
NEW GLARUS HARDWARE	return credit	-1.02
JACKS SMALL ENGINES & GEN	Tax refund	-5.77
COSTCO WHSE#1491	Refund for recalled granola bars	-11.99
AMZN MKTP US	Return for Staff ID holders- Poor quality	-15.98
TARGET 00021063	Target refund on file box	-20.00
AMZN MKTP US	Return for Staff post it notes- Poor quality	-26.99
TARGET 00021063	Target Return of Cart	-40.00
SAN-A-CARE	credit for returned item	-382.40
TOTAL PURCHASING CARD ACTIVITY		94,022.34

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
313	WISCONSIN RETIREMENT	03/15/2024	20240315AD	Payroll accrual	43,140.23
		03/15/2024	20240315AF	Payroll accrual	43,140.23
Totals for 313					86,280.46
545	ELECTRONIC TAX FILIN	03/15/2024	20240315AD	Payroll accrual	5,911.92
		03/15/2024	20240315AD	Payroll accrual	9,175.27
		03/15/2024	20240315AD	Payroll accrual	42,367.00
		03/15/2024	20240315AD	Payroll accrual	39,232.08
		03/15/2024	20240315AF	Payroll accrual	9,175.27
		03/15/2024	20240315AF	Payroll accrual	39,232.08
Totals for 545					145,093.62
874	WI DEPARTMENT OF REV	03/15/2024	20240315AD	Payroll accrual	420.00
		03/15/2024	20240315AD	Payroll accrual	24,376.07
Totals for 874					24,796.07
1045	WEA TAX SHELTERED AN	03/15/2024	20240315AD	Payroll accrual	12,049.34
		03/15/2024	20240315AD	Payroll accrual	431.67
		03/15/2024	20240315AD	WEA ROTH \$	3,504.16
		03/15/2024	20240315AD	WEA ROTH %	1,604.17
		03/15/2024	20240315AF	Payroll accrual	1,833.38
Totals for 1045					19,422.72
1200	EMPLOYEE BENEFITS CO	03/15/2024	20240315AD	Payroll accrual	833.32
		03/15/2024	20240315AD	Payroll accrual	549.99
Totals for 1200					1,383.31
1306	EMPLOYEE BENEFITS CO	03/15/2024	20240315AD	HSA EMPLOYEE CONTR	10,088.25
		03/15/2024	20240315AF	EMPLOYER CONTR	28,452.64
Totals for 1306					38,540.89
1502	DEAN HEALTH PLAN, IN	03/15/2024	20240315AD	Payroll accrual	1,502.69
		03/15/2024	20240315AD	Payroll accrual	1,493.44
		03/15/2024	20240315AD	Payroll accrual	10,948.17
		03/15/2024	20240315AD	Payroll accrual	373.36
		03/15/2024	20240315AD	Payroll accrual	644.01
		03/15/2024	20240315AD	Payroll accrual	248.90
		03/15/2024	20240315AD	Payroll accrual	1,216.47
		03/15/2024	20240315AD	Payroll accrual	170.34
		03/15/2024	20240315AF	Payroll accrual	995.58
		03/15/2024	20240315AF	Payroll accrual	5,939.28
		03/15/2024	20240315AF	Payroll accrual	3,649.44
		03/15/2024	20240315AF	Payroll accrual	2,115.60
		03/15/2024	20240315AF	Payroll accrual	8,515.36
		03/15/2024	20240315AF	Payroll accrual	8,462.40
		03/15/2024	20240315AF	Payroll accrual	62,040.48
		03/15/2024	20240315AF	Payroll accrual	-170.34
Totals for 1502					108,145.18
1702	DELTA DENTAL OF WISC	03/15/2024	20240315AD	Payroll accrual	115.95
		03/15/2024	20240315AD	Payroll accrual	1,259.28
		03/15/2024	20240315AD	Payroll accrual	38.65
		03/15/2024	20240315AD	Payroll accrual	116.60
		03/15/2024	20240315AD	Payroll accrual	20.63
		03/15/2024	20240315AD	Payroll accrual	132.14
		03/15/2024	20240315AD	Payroll accrual	7.73

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
1702	DELTA DENTAL OF WISC	03/15/2024	20240315AD	Payroll accrual	256.52
		03/15/2024	20240315AF	Payroll accrual	43.85
		03/15/2024	20240315AF	Payroll accrual	1,453.32
		03/15/2024	20240315AF	Payroll accrual	219.25
		03/15/2024	20240315AF	Payroll accrual	660.60
		03/15/2024	20240315AF	Payroll accrual	645.06
		03/15/2024	20240315AF	Payroll accrual	82.54
		03/15/2024	20240315AF	Payroll accrual	7,134.48
		03/15/2024	20240315AF	Payroll accrual	657.90
				Totals for 1702	12,844.50
65990	OEMICHEN, WILLIAM	03/11/2024	02/28	CONFERENCE EXP	340.97
				Totals for 65990	340.97
65991	AFLAC WORLDWIDE HEAD	03/15/2024	20240315AD	Payroll accrual	36.38
				Totals for 65991	36.38
65992	MADISON NATIONAL LIF	03/15/2024	20240315AD	Payroll accrual	702.30
		03/15/2024	20240315AF	Payroll accrual	1,980.14
				Totals for 65992	2,682.44
65993	MINNESOTA MUTUAL LIF	03/15/2024	20240315AD	Payroll accrual	100.80
		03/15/2024	20240315AF	Payroll accrual	151.38
		03/15/2024	20240315AD	Payroll accrual	756.97
		03/15/2024	20240315AD	Payroll accrual	1,106.95
		03/15/2024	03-2024 A	ACCL ADJ	3.24
				Totals for 65993	2,119.34
65994	NEW GLARUS COMMUNITY	03/15/2024	20240315AD	Payroll accrual	203.33
				Totals for 65994	203.33
65995	UNITED WAY GREEN COU	03/15/2024	20240315AD	Payroll accrual	100.00
				Totals for 65995	100.00
65996	BLANCHARDVILLE COOPE	03/18/2024	Feb 2024	fuel	58.36
				Totals for 65996	58.36
65997	CESA #9	03/18/2024	18573	WVS	870.00
				Totals for 65997	870.00
65998	CLARK ELECTRIC	03/18/2024	9212	lamps	25.05
				Totals for 65998	25.05
65999	EDUCATIONAL WORKFORC	03/18/2024	22406	CP grant administration/support	184.87
				Totals for 65999	184.87
66000	JOSTENS INC	03/18/2024	32555258	NOTECARDS	308.30
				Totals for 66000	308.30
66001	MONONA GROVE SCHOOL	03/18/2024	8241	DCSC SPRING	7,762.50
				Totals for 66001	7,762.50
66002	MONONA PLUMBING AND	03/18/2024	2401898	RPR DRINKING FOUNTAIN	159.00
		03/18/2024	2401704	SINK BLOCKAGE	236.00
				Totals for 66002	395.00

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
66003	NCS PEARSON INC	03/18/2024	25043899	ASSESSMENTS	5.55
				Totals for 66003	5.55
66004	NSBA NATIONAL AFFILI	03/18/2024	ORD-54000-	DUES	975.00
				Totals for 66004	975.00
66005	RHYME BUSINESS PRODU	03/18/2024	36061533	lease payment/copier maint	1,015.19
				Totals for 66005	1,015.19
66006	SAM'S CLUB	03/18/2024	FEB 2024	DUES	353.43
				Totals for 66006	353.43
66007	VILLAGE OF NEW GLARU	03/18/2024	03/13/2024	athl complex - correspondence	72.50
				Totals for 66007	72.50
66008	WISCONSIN FCCLA	03/18/2024	1140002	State competition	435.00
				Totals for 66008	435.00
66009	VILAS COUNTY SHERIFF	04/01/2024	18-012230	INCIDENT REPORT	5.00
				Totals for 66009	5.00
66010	VILLAGE OF NEW GLARU	04/01/2024	GRAD PARAD	GRADUATION CAR PARADE PERMIT	50.00
				Totals for 66010	50.00
66011	AUTO VALUE NEW GLARU	04/03/2024	709058109	BUS SUPPLIES	9.99
		04/03/2024	709058102	BUS SUPPLIES	47.96
				Totals for 66011	57.95
66012	AUTOMATIC ENTRANCES	04/03/2024	2035563	DOOR REPAIR	350.70
				Totals for 66012	350.70
66013	CLARK, DANIEL	04/03/2024	Mar/Apr 20	RENT	600.00
				Totals for 66013	600.00
66014	COUNTRYMAN & KOMRO L	04/03/2024	6687031924	CAP./GOWN	67.50
				Totals for 66014	67.50
66015	CULTIVATE BHE	04/03/2024	240356172N	MARCH SRV	218.75
				Totals for 66015	218.75
66018	CURRICULUM ASSOCIATE	04/03/2024	90808854	Quote ID: 361758.4 6-8 Reading Assessment i-Ready Assessment Reading Site License 201-350 Students 1 Year	1,520.00
		04/03/2024	90808837	Quote ID: 361758.5 6-8 Math Assessment i-Ready Assessment Math Site License 201-350 Students 1 Year	1,520.00
		04/03/2024	90808852	Quote ID: 361758.9 K-5 PI i-Ready Personalized Instruction Math and Reading Site License 320-500 Students 1 Year [Must buy corresponding Assessment Site	14,364.00

CHECK NUMBER	VENDOR	CHECK DATE	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
66018		04/03/2024	90808802	License] Quote ID: 363007.1 Professional Learning Session (up to 6 hours)	2,200.00
		04/03/2024	90808846	Quote ID: 361758.6 6-8 PI i-Ready Personalized Instruction Math and Reading Site License 201-350 Students 1 Year [Must buy corresponding Assessment Site License]	10,374.00
				Totals for 66018	29,978.00
66019	ENDICOTT, KRISTOPHER	04/03/2024	03/13	CLASSROOM SUPPLIES	75.55
				Totals for 66019	75.55
66020	GENERAL PARTS INC	04/03/2024	6501210	BOOSTER HEATER RPR	1,483.12
				Totals for 66020	1,483.12
66021	HEIL, ALLISON	04/03/2024	WSMA	WSMA HONORS	595.00
				Totals for 66021	595.00
66022	LIVE WOOD LLC	04/03/2024	253	TICKET BOOTH MATERIALS	9,390.00
				Totals for 66022	9,390.00
66023	MARTY, TAMMY	04/03/2024	03/21	MILEAGE	80.40
				Totals for 66023	80.40
66024	MARUNDE, RITA	04/03/2024	WSMA	WSMA HONORS	595.00
				Totals for 66024	595.00
66025	MID-AMERICAN RESEARC	04/03/2024	0813831	CUSTODIAL SUPPLIES	1,000.34
				Totals for 66025	1,000.34
66026	MONONA PLUMBING AND	04/03/2024	2402069	DRINKING FOUNTAIN REPAIRS	3,362.00
				Totals for 66026	3,362.00
66027	MONROE SCHOOL DISTRI	04/03/2024	011098	BOYS HOCKEY PROGRAM	3,727.89
				Totals for 66027	3,727.89
66028	TAHER, INC.	04/03/2024	68656	MARCH SERV	56,111.15
				Totals for 66028	56,111.15
66029	TDS TELECOM	04/03/2024	MARCH 2024	MARCH SERV	143.12
				Totals for 66029	143.12
66030	WE ENERGIES	04/03/2024	MS/HS FEB	MS/HS FEB UTIL	3,445.49
		04/03/2024	GS FEB 202	GS FEB UTIL	2,195.22
				Totals for 66030	5,640.71
66031	W I A A	04/03/2024	2024 BOYS	BBB REGIONAL	1,340.21
				Totals for 66031	1,340.21
66032	WISCONSIN ASSOC OF S	04/03/2024	2704	REGISTRATION 21	530.00
				Totals for 66032	530.00

<u>CHECK</u>		<u>CHECK</u>	<u>INVOICE</u>	<u>INVOICE</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66033	WISCONSIN HOSA	04/03/2024	99612497	REGISTRATION	375.00
				Totals for 66033	375.00
				Totals for checks	570,227.35

<u>CHECK</u> <u>NUMBER</u> <u>VENDOR</u>	<u>CHECK</u> <u>DATE</u>	<u>INVOICE</u> <u>NUMBER</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>INVOICE/CHECK</u> <u>AMOUNT</u>
232400006 KRAEMER BROTHERS, LLC	04/03/2024	13764	FEB SERV ATHL/COMM COMPLEX	5,346.60
			Totals for 232400006	5,346.60
232400007 KRAEMER BROTHERS, LLC	04/03/2024	13759	Pay application 4 - PK2	1,783,810.60
			Totals for 232400007	1,783,810.60
			Totals for checks	1,789,157.20

Budgetary Checks # 65990 - 66033
ACH Checks - #232400006 - 232400007
Direct Deposits - 900035352 -35501
EFTPS - Wisconsin Retirement System - #313
EFT - Electronic Tax Payment System - # 545
EFT - Dept of Revenue - #874
EFT - WEA Tax Sheltered Annuity - #1045
EFT - EBC - #1200
EFT - EBC - HSA payments - #1306
EFT - DEAN HEALTH - #1502
EFT - DELTA DENTAL - #1702

New Glarus School District

Treasurer's Report
February 29, 2024



SCHOOL DISTRICT OF NEW GLARUS
FUND SUMMARY
February 29, 2024

	Fund Balance Audited 6/30/2023	+	FY2023 Revenues	-	FY2023 Expend.	+	Transfers Sources	=	Fund Balance 2/29/2024
General Fund	4,625,132.47		5,778,253.82		6,829,130.88		(613,027.01)		2,961,228.40
General Fund - nonspendable/unspent/as	116,968.71		0.00		105,370.47		0.00		11,598.24
TOTAL FUND 10	4,742,101.18		5,778,253.82		6,934,501.35		(613,027.01)		2,972,826.64
Special Revenue Trust (Fund 21)	259,914.06		616,402.94		106,041.80				770,275.20
Spec. Ed. Grants	0		99,626.71		150,483.99				-50,857.28
Special Education (Fund 27)	0		328,280.27		941,307.28		613,027.01		0.00
TOTAL FUND 27	0		427,906.98		1,091,791.27		613,027.01		-50,857.28
DEBT SERVICE (Fund 39)	483,599.37		3,000,955.17		414,918.75				3,069,635.79
LT CAPITAL (Fund 46)	308,107.48		1,802.82		0.00				309,910.30
OTHER CAPITAL DEBT (Fund 49)	26,966,361.37		983,727.17		5,571,501.28				22,378,587.26
FOOD SERVICE (Fund 50)	536,733.67		427,968.30		339,707.97				624,994.00
EMPLOYEE TRUST FUND (73)	453,961.18		91,336.85		45,508.39				499,789.64
COMMUNITY SERVICE FUND (80)	9,778.94		0.00		1,741.08				8,037.86

**SCHOOL DISTRICT OF NEW GLARUS
REVENUES
February 29, 2024**

GENERAL FUND - 10					
	ORIGINAL BUDGET REVENUES 2023-2024	MTD REVENUES	YTD REVENUES	23-24 YTD % RCVD	22-23 YTD % RCVD
Property Taxes	\$ 5,207,461.00	\$ 2,604,468.56	\$ 2,604,468.56	50.01%	39.16%
Mobile Home/DNR Tax	\$ 12,600.00	\$ 4,172.37	\$ 6,383.55	50.66%	47.12%
Interest	\$ 65,000.00	\$ 14,992.80	\$ 119,760.31	184.25%	46.15%
Local Revenue	\$ 127,710.00	\$ 11,646.62	\$ 139,623.78	109.33%	72.34%
Open Enrollment	\$ 1,235,763.00			0.00%	0.00%
Transportation Aid	\$ 15,565.00		\$ 15,565.00	100.00%	81.71%
Library Aid (Common School Fund)	\$ 54,000.00			0.00%	0.00%
Mental Health Aid	\$ 27,673.00				
Equalization Aid	\$ 6,466,176.00		\$ 2,586,470.00	40.00%	40.00%
Exempt - Computer/Personal Property A	\$ 33,498.00			0.00%	0.00%
Per Pupil Aid	\$ 644,798.00			0.00%	0.00%
Grants - State	\$ 6,900.00		\$ 4,845.38	70.22%	0.00%
Grants - Federal	\$ 325,501.00	\$ 33,191.63	\$ 250,947.32	77.10%	10.18%
Grants/Donations - Local	\$ 6,500.00	\$ 1,511.00	\$ 50,189.92	772.15%	35.24%
Other Federal Revenue Thru State	\$ -			0.00%	0.00%
Other Federal Revenue - Direct	\$ -			0.00%	0.00%
Total General Fund Revenues	\$ 14,229,145.00	\$ 2,669,982.98	\$ 5,778,253.82	40.61%	32.92%

SPECIAL PROJECTS FUNDS - 21 & 27					
Fund 21 - Special Revenue	\$ 140,030.00	\$ 86,469.63	\$ 616,402.94	440.19%	73.50%
Fund 27 - Operating Transfer from Fund	\$ 1,232,465.00	\$ 71,558.58	\$ 613,027.01	49.74%	52.31%
Fund 27 - Special Ed.- Categorical	\$ 549,829.00	\$ 78,016.00	\$ 312,065.00	56.76%	59.19%
Fund 27 - Special Ed.- High Cost	\$ 45,000.00			0.00%	0.00%
Fund 27 - Special Ed. - Grant	\$ 215,387.00	\$ -	\$ 99,626.71	46.25%	0.00%
Fund 27 - Special Ed. - Federal Thru Sta	\$ 45,000.00	\$ 4,378.18	\$ 16,215.27	36.03%	28.91%
Total Special Projects Revenues	\$ 2,227,711.00	\$ 240,422.39	\$ 1,657,336.93	74.40%	49.32%

DEBT SERVICE FUNDS & OTHER CAPITAL DEBT - 39, 46 & 49					
Fund 39 - Referendum Approved Debt	\$ 2,993,238.00	\$ 29,642.94	\$ 3,000,955.17	100.26%	99.87%
Fund 46 - Long Term Cap Maint Trust Fu	\$ 5,000.00	\$ 15.76	\$ 1,802.82	36.06%	75.86%
Fund 49 - Construction Fund	\$ 630,000.00	\$ 365,215.96	\$ 983,727.17	156.15%	57.08%
Total Debt Service Revenues	\$ 3,628,238.00	\$ 394,874.66	\$ 3,986,485.16	109.87%	93.59%

FOOD & COMMUNITY SERVICE FUNDS - 50 & 80					
Fund 50-Local Sources	\$ 513,596.00	\$ 53,612.74	\$ 325,469.27	63.37%	61.44%
Fund 50-State/Federal Sources	\$ 190,136.00	\$ 14,939.46	\$ 102,499.03	53.91%	45.24%
Fund 73 - OPEB	\$ 67,000.00	\$ 10,201.26	\$ 91,336.85	136.32%	56.71%
Fund 80 - Community Services			\$ -	0.00%	0.00%
Total Fd & Community Service Revenues	\$ 770,732.00	\$ 78,753.46	\$ 519,305.15	67.38%	55.38%

Total Revenues	\$ 20,855,826.00	\$ 3,384,033.49	\$ 11,941,381.06	57.26%	48.67%
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**SCHOOL DISTRICT OF NEW GLARUS
EXPENDITURES
February 29, 2024**

GENERAL FUND - 10					
Instruction	ORIGINAL BUDGET EXPENDITURES 2023-2024	MTD EXPENDITURES	YTD EXPENDITURES	23 - 24 YTD % EXPD	22 - 23 YTD % EXPD
Undifferentiated Curriculum	\$ 2,706,893.00	\$ 194,440.06	\$ 1,333,233.38	49.25%	48.40%
Regular Curriculum	\$ 3,421,899.00	\$ 271,833.49	\$ 1,684,507.69	49.23%	50.12%
Vocational Curriculum	\$ 376,195.00	\$ 29,300.38	\$ 203,645.34	54.13%	50.89%
Physical Curriculum	\$ 325,218.00	\$ 26,244.02	\$ 163,436.31	50.25%	50.70%
Co-Curricular Activity	\$ 245,467.00	\$ 41,874.22	\$ 129,020.27	52.56%	51.86%
Special Curriculum	\$ 6,500.00	\$ 311.64	\$ 1,835.18	28.23%	52.23%
Total Instruction	\$ 7,082,172.00	\$ 564,003.81	\$ 3,515,678.17	49.64%	49.62%
Support Services					
Pupil Services	\$ 329,293.00	\$ 20,265.80	\$ 138,858.46	42.17%	51.79%
Instructional Services	\$ 692,273.00	\$ 49,188.67	\$ 509,747.88	73.63%	46.30%
General Operations	\$ 409,218.00	\$ 31,001.51	\$ 257,643.68	62.96%	63.95%
School Building Operations	\$ 674,455.00	\$ 48,535.29	\$ 428,853.79	63.59%	61.36%
Business Services	\$ 243,094.00	\$ 19,510.08	\$ 159,694.26	65.69%	68.07%
Building Operations	\$ 751,523.00	\$ 55,085.16	\$ 329,370.66	43.83%	51.07%
Maintenance	\$ 261,968.00	\$ 13,166.49	\$ 178,985.33	68.32%	67.05%
Capital Maintenance Projects (Facilities)	\$ 988,201.00	\$ -	\$ 604,970.23	61.22%	8.42%
Pupil Transportation	\$ 322,966.00	\$ 32,461.51	\$ 182,416.40	56.48%	51.64%
Central Services	\$ 86,006.00	\$ 4,357.11	\$ 41,122.95	47.81%	53.80%
Insurance	\$ 146,318.00	\$ 11,240.29	\$ 118,214.23	80.79%	68.29%
Debt Services	\$ 97,073.00	\$ -	\$ 97,072.13	100.00%	100.00%
Other Support Services	\$ 394,410.00	\$ 17,690.70	\$ 321,269.02	81.46%	66.28%
Total Support Services	\$ 5,396,798.00	\$ 302,502.61	\$ 3,368,219.02	62.41%	55.77%
Non-Program Transactions					
Operating Transfers to another Fund	\$ 1,232,465.00	\$ 71,558.58	\$ 613,027.01	49.74%	52.31%
General Tuition/Non-Open enrollment	\$ 20,000.00	\$ 597.00	\$ 19,437.17	97.19%	23.38%
Co-Curricular Cooperative Programs	\$ 72,500.00	\$ -	\$ 31,166.99	42.99%	37.63%
General Tuition/Open Enrollment	\$ 408,725.00	\$ -	\$ -	0.00%	0.00%
Independent Charter	\$ 11,385.00	\$ -	\$ -	0.00%	0.00%
Other Non-Program Transactions	\$ 5,100.00	\$ -	\$ -	0.00%	1.71%
Total Non-Program Transactions	\$ 1,750,175.00	\$ 72,155.58	\$ 663,631.17	37.92%	39.50%
TOTAL GENERAL FUNDS	\$ 14,229,145.00	\$ 938,662.00	\$ 7,547,528.36	53.04%	50.45%
Fund 21 - Special Revenue Fund					
	\$ 145,150.00	\$ 11,149.80	\$ 106,041.80	73.06%	60.37%
Fund 27 - Special Education Grants					
	\$ 215,387.00	\$ 12,531.24	\$ 150,483.99	69.87%	80.49%
Fund 27 - Special Education Regular					
	\$ 1,872,294.00	\$ 153,952.76	\$ 941,307.28	50.28%	52.36%
TOTAL SPECIAL PROJECTS FUNDS	\$ 2,232,831.00	\$ 177,633.80	\$ 1,197,833.07	53.65%	55.24%
DEBT SERVICE FUNDS & OTHER CAPITAL DEBT - 38, 39, 40 & 49					
Fund 39 - Referendum Approved Debt	\$ 3,059,888.00	\$ -	\$ 414,918.75	13.56%	11.76%
Fund 46 - Long Term Cap Maint Trust Fu	\$ -	\$ -	\$ -	0.00%	0.00%
Fund 49 - Construction Fund	\$ 13,400,000.00	\$ 40,191.78	\$ 5,571,501.28	41.58%	8.48%
TOTAL DEBT SERVICE FUNDS	\$ 16,459,888.00	\$ 40,191.78	\$ 5,986,420.03	36.37%	10.77%
FOOD & COMMUNITY SERVICE FUNDS - 50, 73 & 80					
Fund 50 - Food Service	\$ 722,113.00	\$ 55,478.61	\$ 339,707.97	47.04%	49.87%
FUND 73 - OPEB	\$ 55,000.00	\$ -	\$ 45,508.39	82.74%	44.06%
Fund 80 - Community Service	\$ 2,000.00	\$ -	\$ 1,741.08	87.05%	100.00%
TOTAL FOOD & COM. SRV. FUNDS	\$ 779,113.00	\$ 55,478.61	\$ 386,957.44	49.67%	49.28%
TOTAL EXPENDITURES-ALL FUNDS	\$ 33,700,977.00	\$ 1,211,966.19	\$ 15,118,738.90	44.86%	40.52%

**STAFFING REPORT
APRIL 8, 2024**

HIRES / CHANGES	Employee Leaving Position	New Employee in Position	hours per day / % of empl	Term of Employment	Position
	Jamie Schettler retirement	Jennifer Newcomer	100%	2024-25 School Year	Speech / Language Pathologist
	Sally Nealis retirement	Randall Anthony Edge	100%	2024-25 School Year	Elementary Teacher

OPEN POSITIONS	Position	Term of Employment	hours per day / % of empl	Reason for opening
Administration	High School Principal	July 1, 2024 - Year Round	100%	Jeff Eichelkraut transfer of Admin Contract
Teacher	Elementary Teacher	2024-25 School Year	100%	Brenda Waldhart Bright retirement
Teacher	Middle School Social Studies Teacher	2024-25 School Year	100%	Amy Legler retirement on hold at current time
Teacher	Special Education Teacher	2024-25 School Year	100%	Carson Bainbridge 1 year contract for 2023-24
Support Staff	Special Education Assistant	2024-25 School Year	7.25 hours/day	Sandy Rahberger retirement
Support Staff	Custodian	Year Round	8 hours/day	Linda Clarke retirement

DONATIONS 4/8/24

3/14/2024	The Bank of New Glarus	Check	FFA Donation	\$100.00
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- B. Discuss Item(s) Removed From Consent Agenda
- V. **COMMITTEE UPDATES**
 - A. Policy, Communication & Advocacy
 - B. Handbook and Personnel
 - C. Budget
 - D. Curriculum, Sports & Co-Curricular
 - E. Facilities, Transportation & Technology
- VI. **DISCUSSION AND POSSIBLE ACTION ITEMS**
 - A. Elementary School Student Handbook for 2024-25

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NEW GLARUS ELEMENTARY SCHOOL



Handbook for Families and Students

The Knight Way is the Right Way

2024-2025

Strategic Plan

New Glarus School District

Vision

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

Mission

Educating each student to contribute and succeed in our global community by fostering a passion for learning and the pursuit of excellence.

Core Values

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

Strategic Goals

- 1) Increase the percentage of students college, career, and life-ready by developing the whole learner.
- 2) Recruit and retain high-quality staff and assist all staff as they continually improve and grow.
- 3) Provide high-quality facilities that foster academic and emotional growth.
- 4) Ensure equity so all students have equal access to high-quality educational experiences.

Dear New Glarus Elementary Families,

Welcome to the New Glarus Elementary School!

The elementary building houses grades 4K-5th. We are excited to welcome new families and friends to our school. We are looking forward to another great year together.

If you have questions, concerns, or would like to share any information with us, please contact us or stop by the office. We are looking forward to continuing this journey together!

Warmly,
Laura Eicher
4K-5 Principal



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

- ~~1. To individualize the learning program in order to provide appropriately for each student, according to his/her specific background, capabilities, learning styles, interests, and aspirations.~~
- ~~2. To protect and observe the legal rights of students.~~
- ~~3. To enhance the self-image of each student by helping him/her feel respected and worthy, and through a learning environment that provides positive encouragement.~~
- ~~4. To provide an environment in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.~~
- ~~5. To deal with students in matters of discipline in a just and constructive manner.~~
- ~~6. To provide in every way reasonable for the safety, health, and welfare of students.~~
- ~~7. To promote faithful attendance and good work.~~

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

(2001 WASB Changes and Challenges)

BOARD OF EDUCATION MEMBERS



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

NEW GLARUS ELEMENTARY SCHOOL FACULTY

District Administrator..... Dr. Thayer
Elementary School Principal..... Dr. Eicher
Middle School Principal (Grades 6-8)..... Dr. Eichelkraut
High School Principal..... ???
Middle/High School Dean of Students..... Mr. Cernek
Student Services Director..... Mrs. Talarczyk
Four Year Old Kindergarten.....Mrs. Brecklin and Mrs. Wieser
Kindergarten..... .Mrs. Anfang, Mrs. Retrum
First GradeMrs. Baker, Mrs. Duerst, Mrs. Hedeman, Mrs. Roska
Second Grade.....Mrs. Arnett, Mrs. McGraw, Mrs. Ness
Third Grade.....Mrs. Arnett, Mrs. Buol, Mr. Sysko
Fourth Grade.....Ms. LeGros, Mrs. Macaulay, Mrs. Schepp, Mrs. Vetterli
Fifth Grade..... Mrs. Hooks, Mrs. White
Music..... Mrs. Bettin
Library/Media..... Mrs. Hansen
Physical Education..... Mr. Beutler
Art..... Mrs. Kranz
Speech Therapists Ms. Root, Mrs. O'Bel
Special Education Teachers..... Mrs. Tryba, Ms. Zweifel
Intervention Specialist..... Mrs. Pritchett
Early Childhood.....
School Counselor.....Ms. Rasmussen
School Psychologist..... Mrs. Russ
Occupational Therapy.....Ms. Priewe
Physical Therapy..... Mrs. Elgin

SUPPORT STAFF

Director of Building and Grounds..... Mr. McGowan
Custodians.....Mrs. Clarke, Mr. Zimmerman
Food Service Director.....Rebecca Derke
School Nurse..... Mrs. Zimmerman
Office Secretary..... Mrs. Buesser, Mrs. Maloney
4K Assistants..... Mrs. Truttman, Ms. Kendrick
Teaching Assistants..... Mrs. Nimtz, Mrs. Dearth, Mrs. Wilde
Technology Coordinator Mr. Malaise
Bus Drivers.....Ms. Bergemann, Mr. Duerst,Mr. Lienhardt, Mr. Stuessy, Mr. Engelke



CLASSROOM ASSIGNMENTS

Room #	Grade
22	Guidance
23	Special Education
24	Conference/Office
27	Library
28	Fifth Grade
29	Fifth Grade
30	Fifth Grade
31	Small group support
32	Fourth
36	Title I/Intervention
37	4 Year Old Kindergarten
38	Speech and Language
39	4 Year Old Kindergarten
40	Early Childhood/Special Education
41	Kindergarten
42	Kindergarten
43	First Grade
44	Kindergarten
45	First Grade
46	Kindergarten
47	Art
48	First Grade
101	Special Education
104	Second Grade
105	Second Grade
108	Small Group Instruction
110	Second Grade
113	Third Grade
117	Second Grade
120	Third Grade
124	Third Grade
125	Fourth Grade
128	⁴³ Fourth Grade

138/142	Staff Workroom
16	Wrap Around Care
14	Music
GYM	Physical Education

ATTENDANCE

Parents should report the absences of their children by calling the attendance line 608-527-2410. Press 1 for the Elementary Building and at the prompt press 2 for attendance. The reason for the absence should be included in the message. If parents do not contact the office, we will attempt to reach you by phone or email through the school message system. All known or prearranged attendance notices are put into the system by 9:00 each morning. Absences that are unknown will have calls placed to parents/guardians after 9:00 AM.

All children who are physically and mentally able are required by law to be in school from age 6-18. The New Glarus School District in cooperation with the Green County Human Services Department meets monthly to review attendance concerns and provide support for students and families.

Please note, that attendance letters will automatically be sent to families after 4 full days of absences, 7 days, and 10 days.

If you have concerns about your child's absences, please do not hesitate to reach out to Dr. Eicher, your child's homeroom teacher, Mrs. Zimmerman, the school nurse, or Ms. Rasmussen, the school counselor. We are here to make sure your child has a positive, healthy school experience and is attending regularly.

Parents may excuse their child's absence in writing before the absence. A child may NOT be excused for more than 10 days in a school year under this provision.

There are two types of absences – excused and unexcused.

If families know of an absence in advance, a note to the teacher and/or office must be provided. Prearranged, excused absences commonly include the following:

- Medical appointments that are impossible to make outside of school hours
- Religious holidays
- Family trips that can **ONLY** be taken during the school year. The intent is to allow families to have a special opportunity together that would otherwise not be possible, providing it is within the 10-day limitation by state law.
- Court appearance or legal procedures
- Band students for the playing of Taps at military funerals

Students are also excused for absences because of illness. Please send a doctor's note after a child has missed three or more days because of illness to be sure illness absences are well documented for attendance/truancy.

When children become ill at school, parents are contacted and asked to pick up the child. Persons listed on the Emergency Information in Skyward will be notified if parents cannot be reached. A small health area is available for temporary use.

Truancy

Truancy means any absence of part or all of a school day during which the school was not notified of the legal cause of such absence by the parent or guardian of the absent student. Truancy will be referred to law enforcement for the issuance of a ticket.

Habitual truancy (unexcused absences) will be referred to the County District Attorney's office or local law enforcement. "Habitual truancy" is defined as an unexcused absence for part or all of five school days within a trimester.

Truancy Action

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

BEHAVIOR AND DISCIPLINE

Positive Behavioral Interventions and Supports (PBIS)

PBIS stands for Positive Behavioral Interventions and Supports. The Department of Public Instruction website has further information regarding PBIS and available resources at <https://dpi.wi.gov/rti/positive-behavioral-intervention-supports>.

Our goal is to promote a positive atmosphere where students demonstrate desired “Knight” behaviors. Students are recognized for these desired behaviors through verbal praise, a personal thank-you, a call home, a postcard, special privileges, or a Knight Card. Students can also earn a PRO (Positive Referral to the Office) for demonstrating empathy and kindness in unexpected situations, and going out of their way to be a bucket-filler kind of person to others. These techniques are used to encourage and reward acceptable behaviors.

Students are directly taught the expected behaviors throughout the school-classroom, playground, hallway, bathroom, cafeteria, etc. Students are recognized for using the taught behaviors and are rewarded for this. Our school focuses on the positive impact between the direct teaching of expectations, desired responses, and beneficial results.

PBIS School Wide Expectations

Be Respectful

Be Responsible

Be Safe

The expectations for students are very clear and are displayed throughout the school environment. The universal language is used by all staff. Staff may define the expectations further and with more detail within the classroom.

These behavior expectations are to be followed on school grounds, school buses, and in the school building. They will be explicitly taught through the PBIS plan.

Each student has the right to an education; however, all students have the same right. Any student, who disrupts other students' right to learn or the teachers' right to teach, can lose their right for learning in the classroom. Each student is responsible for their own actions. Our school is committed to providing a safe and happy environment for students and teachers to learn.

Some items of serious concern include a violation of state statutes as well as school policies. Included here are: alcohol, illegal drugs, tobacco; weapons, explosives, theft, vandalism, assault, harassment/bullying, and bomb threats.

Other behaviors not acceptable are: profanity (spoken, gestured, or written), cheating, fighting, intimidation, threats, disruptive behaviors, and insubordination (refusal to follow directions).

School Discipline Policy

Beyond the classroom discipline policy there is the "visit to the office" for serious infractions. Should anyone be sent to the discipline team, we may provide a "time out" from the normal environment so that the child may (1) calm down, (2) reflect on the inappropriate behavior(s), and -- utilizing a member of the discipline team as an intermediary -- look closely into their own responsibility in the situation without taking the staff away from the other children for a long period of time. In such instances, there may be a follow-up involving the discipline team, staff member(s), and the student to discuss strategies for avoiding similar occurrences in the future. Consequences will be individualized based on the frequency and severity of the situation. The discipline team consists of Dr. Eicher, ~~Mr. Edge~~, Mrs. Talarczyk, Ms. Rasmussen, or any other staff member designated by the administrative team to act on disciplinary issues.

The staff and discipline team will document all date(s) and reason(s) involving any disciplinary action and the subsequent consequences. This documentation is called an Office Discipline Referral (ODR).

The consequence can be a verbal warning, a student writing a reflection sheet, and/or ODR which would include parental contact. These are examples of a continuum of possible consequences.

Subsequent occurrences may result in parental involvement, with consequences ranging from loss of recess to in-school suspension, to out-of-school suspension for severe behaviors. Obviously, once a student has been sent to the office several times, we are dealing with a problem that necessitates parental involvement and support.

Our school is committed to making the environment a safe place for all students, and we refuse to tolerate harassment or bullying in any form. Students who believe they are the victim of harassment should immediately report their concerns to the principal, guidance counselor, or teacher. Formal complaints will be taken seriously and will be subject to thorough review and investigation.

If there is any part with which you have a question or concern, please call us immediately so we can discuss it.

We appreciate your cooperation and support. We hope that our emphasis on the three expectations and what it means to be a Knight will find their way into the community as well.

Bullying and Harassment Prevention and Procedure

The New Glarus School District is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will have zero tolerance for bullying in any form in our school. Our district defines bullying as follows:

Definition of Bullying:

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being and need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based on the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any characteristic protected by Federal or State civil rights.

Bullying behavior can be:

- 1. Physical (ex: assault, hitting or punching, kicking, theft, threatening behavior)*
- 2. Verbal (ex: threatening or intimidating language, name-calling, racist remarks)*
- 3. Indirect (ex: spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures via mobile phone or the internet – also known as cyberbullying)*

Prohibition:

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to every activity under school supervision.

Definition of Harassment:

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

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

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

Anti-Harassment Compliance Officers:

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

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

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

Reporting and Complaints of Harassing Conduct:

- A. Any student who believes they have been the victim of harassment prohibited by the District is encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- B. Any parent who believes their student has been the victim of harassment prohibited by the District is encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employee.
- C. Teachers, administrators, and other school officials who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office,

but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Complaint Procedure:

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

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

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

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

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

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

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

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

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

The investigation will include:

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

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

Bullying and Harassment Prevention:

Staff will do the following to prevent bullying and to help students feel safe in our school:

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

Students will do the following to prevent bullying:

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

Possible Consequences of Bullying/Harassment:

- *Loss of break time*
- *Lunch time in the office*
- *Time spent in the office*
- *Student writes a behavior plan*
- *Student writes a letter to parents*
- *After-school detention*
- *In-school suspension*
- *Out-of-school suspension*
- *Police referral*
- *Recommendation for expulsion*

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

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

Student Grooming/Dress Code

Common sense is the best standard for daily dress and proper grooming. We believe that proper grooming and cleanliness add to the well-being and self-respect of students. We encourage parents to take an interest in this and believe that cooperation between home and school will help students develop good personal hygiene habits.

Accountability for the personal appearance of students in the New Glarus School District rests with the students and their parents/guardians.

Dress or grooming that could cause a health problem, a physical danger, a disruption or distraction to others, or that sends a negative message will not be allowed.

The following guidelines concerning grooming and dress should be followed:

- Any apparel that promotes alcohol, drugs, or tobacco or displays profanity and/or sexually explicit material is not acceptable. Any attire that implies a negative message regarding race, religion, or ethnicity, or otherwise depicting socially unacceptable subjects will not be allowed at school. Clothing with “double meaning” expressions about any of the previously mentioned items is not acceptable.

The final decision regarding appropriate dress will rest with the administration. This may include concerns regarding dress not mentioned in this policy that may affect the safety, health, or well-being of the students of the school. We will allow for special considerations to be given for selected days or reasons as deemed appropriate by the administration.

Students not complying will be asked to change the non-compliant clothing.

COMMUNICATION

Methods of Communication

The New Glarus School District uses multiple methods of communication to keep families informed. At the elementary level the following methods are used:

- Emails
- Phone Calls
- ~~Seesaw (some grade levels/departments)~~ Apptegy
- Newsletters
- District Facebook
- Parent Teacher Conferences twice a year

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

Who to Call

Parents are encouraged to contact (i.e. email, phone, etc.) their child's teacher(s) with any questions or concerns that pertain to such items as homework assignments, special events, grades, tests, etc. Often it is possible to reach the staff members when calling, but if he or she is not available, a message will be taken or you can leave a message on the staff member's voicemail.

When parents need to get an important message to their child during the school day, the message should be left with the school secretary at (608) 527-2410. In order to minimize class interruptions, messages should be limited to important ones such as family illness or a parent being absent from home after school. Parents should prearrange with their children that forgotten lunches or books will be left at the front office for the students to pick up during the day. In an effort to avoid interrupting classroom learning, calls will not be made to individual classes during the school day.

Visiting the School

Parent volunteers and other visitors are welcome, so long as the visit does not interrupt instruction. Visits should be arranged in advance. Parents and visitors must check in at the main office before going to a classroom. Unauthorized visitors are not allowed into the school building.

FOOD SERVICE

Meal Programs

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

Breakfast

Breakfast is served daily in the elementary cafeteria from 7:45 – 8:05. Breakfast is available to all students for **\$1.80 and \$2.30** for adults.

Lunch

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

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

Lunch Prices

4K (fullday) - 5 th Grade	\$2.85
Adult/Staff	\$4.45

Families are required to pay in advance for the lunch program and should maintain a positive balance in the account. The School Board policy states that each family will be given a line of credit not to exceed \$10.00. After reaching this limit students will not be allowed to take part in the lunch/breakfast program until payment has been made and a positive balance has been established.

A microwave is available for 4th/5th graders to use during lunch.

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

Milk

A daily milk option will be available to all elementary students. This milk break will typically take place in the morning or afternoon for PM 4K students.

NO need for separate checks for milk break. Milk will be deducted from the family account @ **\$.60 per ½ pint.**

Daily Milk may be purchased separately at lunchtime – either as additional milk or for students bringing a cold lunch from home (4K-12 & adult) **\$.60 per ½ pint.**

School District of New Glarus Lunch Balance Procedures

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

PAYMENT POLICY

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

NEGATIVE BALANCES

1. Families will be notified when their family account falls below a positive \$20.00 through an automated email sent through Skyward twice per week. Families who do not have email will receive a statement in the mail.
2. Families who have negative balances in their accounts will be notified by an automated email sent through Skyward twice per week and automated phone calls on alternate days. Families who do not have email will receive a statement in the mail.
3. Students with a -\$50.00 negative account balance will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Families will be contacted at -\$150.00 via personal phone call from the food service director. If families are having difficulty making deposits, please contact the Food Service Department to make arrangements.
4. Free and Reduced Priced Meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service Department's website. An updated application must be returned to the Food Service Department on a yearly basis, by September 30th of each year or the status of the account will revert to Paid Prices.

ACCOUNT BALANCES

1. Parents may restrict students from making additional purchases by calling the Food Service Department or set daily ala carte items limits via Family Access. There are three types of restriction set ups:
 - a. A complete block set up in Skyward. This wouldn't allow any charges to be made on the account.
 - b. A complete a la carte block set up in Skyward. This would only allow purchases of a reimbursable lunch and additional milk.
 - c. A wanding message attached to the account. Once the pin number is entered, a message will appear next to the student's name, stating what their restrictions are.

* Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account. If a student slips by at least three times, cashiers may remove ala carte items from student's tray.

* The restriction on the system will show up from year to year unless the Food Service Department is contacted.

2. Family balances and purchases made on accounts are available on the district website through Family Access. Meal balance statements can be printed via Family Access. Payments can also be made by sending a payment to the school office or by making a payment online through E-Funds.
3. In the event that a food service account has an insufficient fund check returned from the bank, this amount plus any fees will be subtracted from the account. Three insufficient funds checks per family in a school year will cause the family to be placed on a "cash only" basis for the rest of the school year.
4. Unpaid fees will be carried over annually. All fees must be paid prior to high school graduation. If not, unpaid fees may be turned over to collections, or depending on the amount, small claims court. Arrangements may be made with the building principal.
5. Families approved for free and reduced price meal benefits must be refunded remaining balance.

DEFINITIONS

1. A five component lunch is defined as follows:

- a. Vegetable
- b. Fruit
- c. Grain
- d. Protein
- e. Milk

Three out of five must be taken to qualify for a reimbursable lunch. One component out of the three must be a 1/2 cup of fruit, vegetable or a combination of both.

2. A five component breakfast is defined as follows:

- a. Grain
- b. Additional Grain or Protein
- c. Fruit
- d. Vegetable
- e. Milk

Three out of five components must be taken to qualify as a reimbursable breakfast. One component out of the three must be a 1/2 cup of fruit, vegetable or a combination of both.

• Breakfast and lunch meals that don't qualify as a reimbursable meal, by the above standards, will be charged a la carte prices.

3. An a la carte item is defined as an item purchased outside the reimbursable breakfast or lunch. For example, an additional milk, snack item, bottled drinks or additional entrees. These items will be charged individually.

STAFF MEALS

Staff meals may be purchased at a price determined by the Food Service Department. Staff meals will be priced higher than that of a student's reimbursable rate.

COMPETING SALES

Concessions, Bake Sales, School Stores, etc. are not to compete with Food Service. As per the Department of Public Instruction, there are to be no competitive sales in the cafeteria while breakfast and lunch are being served.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: Program.Intake@usda.gov

NURSING SERVICES

Health Screening

Mrs. Zimmerman, RN, provides nursing services to the students of our district. Mrs. Zimmerman will be in the district 5 days each week. The following screenings will be conducted:

- Immunization Review – Grades K and all transfer students (State Law). Immunization records must be shared with the school nurse as required by law.
- Vision Screening – Parent and/or teacher referrals.
- Hearing Screening – Parent and/or teacher referrals.
- Head Lice Checks – As deemed necessary by occurrence (exempt from objection – to control, all students may be examined). If children are found to have viable nits or live lice, they will need to leave school, be treated for the lice, and can return to school with proof of treatment. Children will be rechecked for lice and nits and are allowed back to school when they have no viable nits and lice.

The screenings are conducted for your child's benefit. Medical referrals are made as necessary if problems or concerns are detected. Feel free to contact Mrs. Zimmerman at 527-2810 (ext. 1010) if there are any questions or concerns. If there are objections to your child's participation, please notify the school nurse in writing.

In addition to the above screenings, the district has a number of forms that may be downloaded from the school website (www.ngsd.k12.wi.us) or picked up in the office. Included are:

- Kindergarten Physical Exam
- Kindergarten Dental Health Form
- Kindergarten Eye Health Examination Report
- Physician/Parent Medication Administration Consent Form
- Authorization for Self Administration of Inhaled Medications
- Varicella Report
- Student Health Concern Form



Medications

All medications, whether over the counter or prescription, must be brought to the office in the original container with a signed medication form. Forms for medications are available in the office or visit the school website on www.ngsd.k12.wi.us. Medications will be dispensed by office staff and recorded in our log. Students with inhalers, Epi-pens and other emergency medications may keep these items with them and/or their teacher provided the office is properly notified.

Sick Children – Is my child too sick to go to school?

We may find ourselves asking this often. Sometimes this is a clear-cut decision while other times it is not. Please do not send your child to school when they are not feeling well. **If you feel your child is not well enough to go out for recess, it may be wise to keep them home.**

Here are some guidelines, which may make this decision a little easier:

- **Fever**, the child should be fever-free for 24 hours prior to returning to school, without fever-reducing medicine
- **Vomiting or diarrhea**, the child should be symptom-free (without medication) for 24 hours before returning to school
- **Unusual fatigue, paleness, and/or loss of appetite**
- **Sore throat**, especially if combined with a fever or swollen glands
- **Strep throat** suspected or diagnosed strep throat. Your child has to remain home until they have been on antibiotics for 24 hours before returning to school.
- **Pink Eye (Conjunctivitis)** If the eye is red, irritated, and/or draining, keep the child home and call your doctor. If the doctor has given the OK to return to school, please contact the school nurse at 527-2410 ext. 1010. Pink eye can be highly contagious and most cases are caused by a virus, which will not respond to an antibiotic. Bacterial conjunctivitis will require an antibiotic; your doctor will be able to determine if this is the case. The eye needs to be clear and/or medication administered for 24 hours before returning to school.
- **Rashes** can be highly contagious. Please contact your doctor
- **Chicken pox**
- **Live head lice or viable nits**

If your child suffers from any of the listed symptoms, they should be kept home from school. When deciding if your child can go to school, use your best judgment and keep this in mind: if the child is uncomfortable he/she won't be able to concentrate or learn. If they stay home and improves, they can always come to school later in the day. If you are still unsure, please contact your child's pediatrician or any 24-hour nurse on call hotline.

If a child has missed three or more consecutive days for an illness, a doctor's note regarding the illness should be given to the school nurse when the child returns to school. This documentation is important for tracking illnesses and absences from school.

SCHOOL CLOSINGS

Inclement Weather

If in the winter, the wind-chill factor is 0 or colder, recess will be indoors. Lightning and rain will also move recess indoors.

Severe Storms, School Closing, Delayed Start, and Early Dismissal

Whenever school is to be closed due to bad weather it will be announced on school district app and website, phone calls and texts as well as on the local radio and television stations beginning as early as 6:30 AM. It is important that your child knows where they should go due to an early closing. Arrangements with a neighbor or relative might be helpful. The school will NOT personally contact parents to inform them of the change.

Early closing will be posted on the school website and on local radio and television stations. We will also utilize the Apptegy system with an automated message to the designated phone number listed in Family Access.

****Please note - When an Early Closing time is announced, expect that we will begin dismissing from classrooms approximately 15 minutes prior to the posted early release time. For example, if the early closing time is announced for a 12:30 dismissal, classrooms will begin dismissing students to buses and the pick up line at 12:15 with 4K/K/1 going first , followed by 2nd/3rd at 12:20, and 4th/5th at 12:25. This is the same staggered dismissal plan used everyday in order to dismiss all of our elementary students to buses and to pick them up in a safe and orderly fashion.**

TEACHING AND LEARNING

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for the Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

If you do not want the New Glarus School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 12, 2024. The New Glarus School District has designated the following information as directory information:

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

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

students for information in any of the following eight categories, parents have the right to inspect the survey:

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

Communicating Progress with Parents

Student progress is reported to parents in a variety of ways throughout the year. The aim is to communicate effectively how each student is developing, both individually and according to district expectations, as the student advances through the elementary grades. The report card is just one component of the reporting process. The combined process will help parents and students understand the skills and topics introduced by the subject matter, together with the expected level of performance for each grade level.

The elements of the reporting process include:

- Report card
- Conferences
- Telephone conversations
- Curriculum informational meetings
- Curriculum maps posted on the website
- Written and verbal communications with the teacher
- Samples of student work
- Friday Folders
- State and District assessments
- District website
- Parent Advocacy Team

Formal opportunities for parent/teacher communication throughout the year include:

- October – 4K-5th Parent/Teacher Conferences
- December – Grade Report Cards
- February – 4K-5 Parent/Teacher Conferences
- March – Grade Report Cards
- June – Grade Report Cards

State and district testing includes:

- Forward Exam (3rd-5th grade)
- I-Ready Math and Reading Assessment - K-5
 - 4K - preliteracy screening only
- Curriculum Based Assessments - all grades

Parent Teacher Conferences

New Glarus Elementary School provides opportunities for formal parent-teacher conferences. The conferences will take place in October and February. The conference is a 15-minute meeting between parents and teachers.

4K families also have the opportunity for a Ready, Set, Go conference before school starts in August with their child's teacher. ~~parents and teachers meet for 15 minutes for both fall and spring conferences. 4K, kindergarten and first-grade families also have a Ready, Set, Go conference with their child's teacher prior to the start of the school year.~~

Report Cards

The purpose of Report Cards is to share the process of student progress with parents. The Report Card is an important means of communication to parents and students about what a teacher has observed and recorded related to specific grade level expectations. The 4K-5th grade uses a standards-based report card. 4K-12th grade report cards are generated through the Skyward Student Records system.

The 4K-5th grade report cards are issued at the end of each trimester. The standards-based system provides parents with specific information about their child's learning. The emphasis is based on an analysis of student work in relation to what a student should know and be able to do at a given point in the school year. As students work toward achieving grade level expectations in all curricular areas, teachers carefully consider a student's performance in all academic areas including art, music, and physical education by examining their performance on a collection of work over time and on classroom-based assessments. Students are rated based on achievement of essential curriculum skills which are aligned with the Common Core State Standards.

Description of Grading Criteria:

Proficient – Meets grade level expectations for this marking period.

- Demonstrations solid and consistent understanding of skills.
- Applies knowledge and skills that lead to quality work that meets grade level expectations.
- Requires minimal support to complete work.

Emerging – Approaching grade level expectations for this marking period.

- Demonstrates partial and/or inconsistent understanding of skills.

- Requires additional reinforcement and practice of skills to produce work that is near grade level expectations.
- Requires regular support to complete work.

Knight Behavior:

All of the items evaluated in this category are directly observed by the teacher and represent a child's behavior in relation to the school-wide expectations of being respectful, responsible, and safe. The expectations are observed in all areas of the school such as the classroom, playground, cafeteria, hallways, etc.

Comments:

Written comments on the report card provide an anecdotal supplement of the grades reflected by the student's performance. The comments on the report card may reflect:

- A general statement of academic progress, as well as personal and social development
- Specific strengths
- Areas for growth
- Identification of goals for future learning
- Specific information regarding Knight Behavior

Teacher comments are written in an effort to create a comprehensive picture and foster understanding of the progress and learning needs of each student. Parent-teacher conferences also provide an additional opportunity for parents to talk about their child's strengths and areas of growth.

Curriculum and Staff

The academic course of study includes reading, writing, spelling, mathematics, science, and social studies - often referred to as the core instruction. Additional courses include art, music, and physical education with certified staff to teach these areas – often referred to as the encore classes.

We have three full-time special education teachers, as well as two speech and language therapists, occupational and physical therapists, a consultant instructor for the hearing impaired, a school psychologist, and a guidance counselor. A library/media specialist is also on our staff to assist students in checking out fiction and non-fiction reading materials as well as teaching basic technology skills.

Tier Two Time

~~Tier Two Time is a daily session designed to assist students with the skills they are developing, as well as reinforce the curriculum as they continue to grow as life-long learners. It is time set aside in the daily schedule. The time is provided for students who need additional intervention to practice and repeat skills for mastery and allows students who have mastered particular skill areas to enrich their experience.~~

Multi-tiered Systems of Support - Tier One, Tier Two, Tier Three

The universal, academic instruction in reading and math is considered **Tier One**. ALL students receive Tier One instruction every day in the classroom. On every classroom schedule, there is also a time slot for **Tier Two and Tier Three**. What does that mean?

Tier Two is both a specific time in the day and an instructional practice throughout the day. Tier Two describes the actions teachers take to give students extra practice or reteaching on Essential Learning Outcomes (ELOs). ELOs are the skills shared with families on the report card and the most important skills at each grade level.

Tier Two Specific Time: Time is intentionally set aside every day in the schedule for teachers to work in small groups or with individual students to work on skills that are not yet proficient. Students also work on iReady lessons, center activities, unfinished classroom work, etc. depending on the grade level and the instruction.

Tier Two Embedded Instructional Time: Teaching staff also provide Tier Two opportunities throughout a lesson. This could be when they provide students feedback as they are working independently at their desks, redirect or provide additional individual support through questions, or read one-on-one with students during partner work. These are just a few examples of how Tier Two support may look when embedded into classroom instructional time.

Tier Three is in addition to Tier One and Tier Two for students who may need more time or repetitions with a particular skill. Tier Three is considered an intensive intervention. Most often Tier Three includes working with an interventionist or a special education staff member one-on-one or in a very small group on a specific essential skill.

Homework

We do not assign homework at the elementary level. Students are asked to read with their families nightly - could be their reading book from class, a library book, or a book from the classroom. Sometimes nightly reading may be students reading to parents, and other times it may be parents reading to children. Reading should be a lifelong hobby and a source of entertainment and enjoyment. Not homework!

Practicing math skills with real-life applications like cooking, measuring, constructing, crafting, or number games are also more important for developing lifelong learning of math processes and applications than assigning math worksheets as homework.

During the school year, children have a full-time job - being a student. It is especially important for our young learners to have time to play and enjoy being with their families. Parents also have jobs and work to provide for their children. Families should be able to enjoy their time together without the pressure and stress of homework for young learners.

TECHNOLOGY

Acceptable Internet Use Policy for Students

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

A. Educational Purpose

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

B. Student Internet Access

- All students will have access to Internet World Wide Web information resources at school.
- All students will be provided with individual e-mail accounts. At the 4K-5th grade level, students do not necessarily know their email address or use it for school-related purposes
- The student and parent must sign this agreement to be granted an e-mail account on NGSD.

C. Unacceptable Uses

The following uses of NGSD are considered unacceptable:

1. Personal Safety

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will not agree to meet with someone you have met online.
- You will promptly disclose to your teacher or other school employees any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

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

3. System Security

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

4. Inappropriate Language

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

5. Respect for Privacy

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

6. Respecting Resource Limits

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

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

7. Plagiarism and Copyright Infringement

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

8. Inappropriate Access to Material

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

D. Your Rights

1. Free Speech

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

2. Search and Seizure

- You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.

- Routine maintenance and monitoring of NGSD may lead to the discovery that you have violated this Policy, the Discipline Policy, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Discipline Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- Your parents have the right at any time to request to see the contents of your email files.

3. Due Process

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

E. Limitation of Liability

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

F. Personal Responsibility

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

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

I have read the above guidelines for network use, and further, understand that my use of the Internet and network is intended to further my education as a student in the District. Should I fail to adhere to these guidelines, my privileges of accessing the Internet at school will be rēvoked.

Children's Internet Protection Act (CIPA)

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

The school district has installed Internet Filtering devices. The school district has also established a policy, which outlines the guidelines for Internet use.

Cell Phones, Listening Devices, Games, and Other Electronics such as Smart Watches

Students may bring cell phones and listening devices to school if it is absolutely necessary. However, they may NOT be used during school hours and must stay in the student's backpack in the locker. This includes lunch and recess times. Electronic devices may include cell phones, iPods/iPads, smart watches, personal gaming devices, etc. Anything that plays music or can be used to record conversations or communicate to others outside of the classroom is not permitted in the classroom.

Students who bring cell phones or other electronic devices to school need to keep them in their backpacks in their lockers during the school day, NOT in their pockets. Parents and students need to be aware that the lockers at the elementary building do NOT lock. Therefore, the electronic devices may be brought to school at the student's own risk. If it is important that a student has the ability to use a cell phone before or after school and there is a concern about the device being kept safe, the device may be checked in at the office in the morning and checked out of the office at the end of the day.

If a teacher observes a student using or possessing any of these electronic and/or communication devices during school hours:

1. the item must be given to the teacher without question or argument
2. the item will be turned over to the principal's office
3. the item may be picked up after school hours

Should this become a recurring problem, parents will be asked to retrieve the offending items from the office.

Use Of Telephone

Students may use the classroom telephone to call home by obtaining permission from the teacher. The office telephones are used for business purposes.

Video and Audio Recording

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

TRANSPORTATION

Arrival and Pickup

Breakfast will be served starting at 7:45 AM. Morning announcements and the Pledge of Allegiance will take place shortly after 8:00 AM.

For the safety and security of our staff and students, all outside entrances will remain locked except for the front doors. ALL students should enter through the front doors (Door #1) every morning.

School begins at 8:00 AM; students arriving after 8:05 will be counted tardy.

If students are not riding the bus or walking home after school, they must be picked up by 3:40 PM. Again, there is no supervision for students after that time.

AM Drop-off arrangements: (Kiss and Fly)

- Enter from the south parking lot area
- Drop off along the west sidewalk. Please move as far forward as possible to allow more vehicles to drop off behind you, make a U-turn, and exit on the south end of the lot.
- No unattended vehicles. If you want to leave your vehicle, please park in the south lot or across the street at Veterans' park.
- Drivers should NOT put their vehicle in park and get out. The Kiss and Fly line is intended to keep traffic moving safely and efficiently past the school.

PM Pick-up arrangements:

- Families with last names beginning with A-L will pick up students in the north lot by the flagpole. Please move as far forward as possible to allow more vehicles to pick up behind you (but do not block the driveway leading to the back of the school). After picking up your child(ren) make a left turn and use the exit on the north end of the lot.
- Families with last names beginning with M-Z will enter from the south parking lot area, pick up along the west sidewalk. Please move as far forward as possible to allow more vehicles to pick up behind you, make a U-turn, and exit on the south end of the lot. (Same routine as AM Kiss and Fly)

- No unattended vehicles. If you want to leave your vehicle, please park in the south lot or across the street at Veterans' park.

The parking lot in front of the office entrance is reserved for morning busses, the PM pick-up area for families A-L, and staff and handicap parking. Please **DO NOT** park in this lot for drop-off or pick-up.

~~Also, we ask that parents going to Kids World in the back parking lot, do NOT drive through the parking lot between 7:35 and 8:00 for the safety of buses and children.~~

Riding The School Bus

Students are under the authority of the driver while being transported. Refusal to obey rules or orders of the driver will make a child liable to be reported to school officials and perhaps to be denied transportation privileges.

Students may ride a bus to another person's home only if there is room on the bus and if there is a note from the parents. Arrangements must be made prior to the day of the change and a note from the family is required. Your cooperation is appreciated.



If parents need to make a change in a child's after-school plan, please call the elementary office by 2:00 PM. After 2:00, it is difficult to guarantee the message will get to the child before dismissal time.

OTHER INFORMATION

Administrative Statement

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

Personal Belongings

Each child should have his or her belongings marked before coming to school. Marking students' sweatshirts, coats, snow pants, etc. with a first and last initial will help lost items find their rightful owners. Tennis shoes are required for physical education classes. All items brought to school are the sole responsibility of the owner. *Toys from home are not allowed at school except for items brought for show and tell or sharing time in the classroom.* In the event an item is lost, your child should check the lost and found.

District Non-Discrimination Policy

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

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

District Administrator
School District of New Glarus
1701 2nd St.
P.O. Box 7
New Glarus, WI 53574

New Glarus Middle School



Student Handbook

"BE THE BEST KNIGHT YOU CAN BE"

2024-2025

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Welcome to NGMS!

Welcome to New Glarus Middle School and the 2024-2025 school year! We are very excited to be part of these important years of growth and change in the lives of our sixth- through eighth-grade students. New Glarus Middle School strives to provide our students with a safe environment and a positive learning experience with consistent expectations that started in elementary school and follow our students into middle school and through high school.

If at any point you have questions, concerns, or would like to share any information with us, please contact us or stop by the office. We look forward to a great year and to continuing this journey with you!

Sincerely,

Jeff Eichelkraut, Ed.D.
Middle School Principal
jeff.eichelkraut@ngsd.k12.wi.us

~~Anthony Edge~~
~~Middle School Assistant Principal~~
~~anthony.edge@ngsd.k12.wi.us~~

Vision

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

Mission

Educating each student to contribute and succeed in our global community by fostering a passion for learning and the pursuit of excellence.

Core Values

- We will recruit and retain high-quality staff.
- We will provide a safe learning environment.
- We will create a culture that is respectful and values diversity.
- We will develop students of good character who are strong and engaged citizens.
- We will develop practical, life skills for students, which include the ability to be flexible and adapt to change.
- We will develop students who have strong academic skills, can think critically and creatively, and can communicate effectively.

- We will provide instruction that is rigorous, engaging, and effectively uses data.
- We will partner with families and the community in the education of our students.
- We will provide leadership that is collaborative, responsible for student learning, and fiscally responsible.
- We will take responsibility to prevent student failure and ensure student growth.

Strategic Goals

1. Increase the percentage of students college, career, and life-ready by developing the whole learner.
2. Recruit and retain high-quality staff and assist all staff as they continually improve and grow.
3. Provide high-quality facilities that foster academic and emotional growth.
4. Ensure equity so all students have equal access to high-quality educational experiences.



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

- ~~1. To individualize the learning program in order to provide appropriately for each student, according to his/her specific background, capabilities, learning styles, interests, and aspirations.~~
- ~~2. To protect and observe the legal rights of students.~~
- ~~3. To enhance the self-image of each student by helping him/her feel respected and worthy, and through a learning environment that provides positive encouragement.~~
- ~~4. To provide an environment in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.~~
- ~~5. To deal with students in matters of discipline in a just and constructive manner.~~
- ~~6. To provide in every way reasonable for the safety, health, and welfare of students.~~
- ~~7. To promote faithful attendance and good work.~~

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

(2001 WASB Changes and Challenges)



BOARD OF EDUCATION MEMBERS

Bill Oemichen..... **President**

Ron Roesslein..... **Vice-President**

Cari Ann Muggenburg..... **Clerk**

Travis Zimmerman..... Treasurer
Cassie Ballweg..... Director
Casey McCoy..... Director
Heather Thornton.....Director

New Glarus Middle School Faculty

District Administrator..... Dr. Thayer
Middle and High School Principal..... Dr. Eichelkraut
~~Middle School Assistant Principal..... Mr. Edge~~
Elementary School Principal Dr. Eicher
Student Services Director..... Mrs. Talarczyk
Middle School Athletic/Activities Director.....Mr. Cernek
6th Grade Teachers.....Mrs. Burdette, ~~Mrs. Legler~~, Mr. Schmitz, Mr. Westby
7th Grade Teachers.....Mr. Endicott, Ms. Inabnit, Mrs. Kovach, Mr. Winden
8th Grade Teachers.....Mr. Eddy, Ms. Hubbard, Mr. Turner, Mr. Woelfel
Speech TherapistsMs. Root, Mrs. O’Bel
Special Education Teachers..... Mrs. Cassidy, Ms. Douty, Mr. Weinbrenner
Intervention Specialist..... Mrs. Pritchett
School Psychologist.....Mrs. Russ
Occupational Therapy..... Mrs. Prieue
Physical Therapy..... Mrs. Elgin

SUPPORT STAFF

Director of Building and Grounds..... Mr. McGowan
Custodians.....Mr. Zimmerman, Mr. Darrow
Food Service Director.....Rebecca Derke
Food Service Staff.....Mrs. Dahlman, Mr. Derke, Mr. Soppe
School Nurse..... Mrs. Zimmerman
Office Administrative Assistants..... Mrs. Mitchell, Mrs. Martinson
Teaching Assistants.....Mrs. Collins, Mrs. Deegan
Technology Coordinator Mr. Malaise

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Bus Drivers.....Ms. Bergemann, Mr. Duerst, Mr. Lienhardt, Mr. Stuessy, Mr. Engelke

Administration

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

Athletic and Extracurricular Expectations

Participation in school-sponsored athletics and extracurricular activities is a privilege from which students are able to benefit. The following are from our New Glarus Middle School Athletic Expectations:

Attendance Policy

Students should make every effort to attend all practices and games/events. Any unexcused absences from school and/or practice during the season will result in a one-game/event suspension. All students are expected to attend practice the day before a game/event. If that practice is missed, he/she will also not start the game/event even if the absence is excused.

Behavior Policy

If a student is not being appropriate during a practice/event, a one-game/event suspension may be given. All school discipline-related violations will be dealt with through the Middle School office.

Philosophy and Objectives - EXPOSURE & OPPORTUNITY

New Glarus School District is dedicated to providing students with the opportunity to participate in a variety of athletic events. While athletics is a privilege, students are entitled to a quality athletic experience. In all instances, every coach serves as a mentor and a role model for all student-athletes. The coach also plays a crucial role in helping the district to create responsible students who will turn into responsible adults. Together, we will assist our student-athletes in:

1. Building character.
2. Taking responsibility for their actions (both on and off the court/field).
3. Demonstrating sportsmanship.
4. Respecting officials, coaches, opponents, teammates, and others.
5. Enhancing decision-making abilities.

6. Assuming a leadership role (if desired).
7. Developing relationships with teammates and coaches (peers and adults).
8. Learning and abiding by the rules.
9. Improving sport-specific skills.

Transportation Regulations

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

***Please note: Additional expectations such as registering for athletics and activities, a physical (necessary when participating in school-sponsored athletics), and further rules and regulations as dictated by the W.I.A.A., Capitol Conference, and New Glarus School District policy/Code of Conduct will be followed.**

Attendance

Attendance Information

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

According to state law 118.15(1)(a), it is the responsibility of the parent or guardian to make sure that his/her child attends school daily during the full time that school is in session. Wisconsin Statutes 118.15(1)(a) reads as follows: Except as provided under paragraphs (b) to (d) and Sub. (4), unless the child is excused under Sub. (3) or has graduated from high school. Any person having under control a child who is

between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the year in which the child becomes 18 years of age.

All children who are physically and mentally able are required by law to be in school from age 6-18. ~~All children who are physically and mentally able are required by law to be in school from age 6-18.~~ The New Glarus School District in cooperation with the Green County Human Services Department meets monthly to review attendance concerns and provide support for students and families.

Please note, that attendance letters will automatically be sent to families after 4 full days of absences, 7 days, and 10 days.

If you have concerns about your child's absences, please do not hesitate to reach out to Dr. Eichelkraut, ~~Mr. Edge~~, your child's homeroom teacher, or Mrs. Zimmerman, the school nurse. We are here to make sure your child has a positive, healthy school experience and is attending regularly.

Parents may excuse their child's absence in writing before the absence. A child may NOT be excused for more than 10 days in a school year under this provision.

There are two types of absences – excused and unexcused. If families know of an absence in advance, a note to the teacher and/or office must be provided.

Prearranged, excused absences commonly include the following:

- Medical appointments that are impossible to make outside of school hours
- Religious holidays
- Family trips that can **ONLY** be taken during the school year. The intent is to allow families to have a special opportunity together that would otherwise not be possible, providing it is within the 10-day limitation by state law.
- Court appearance or legal procedures
- Band students for the playing of Taps at military funerals

Students are also excused for absences because of illness. Please send a doctor's note after a child has missed three or more days because of illness to be sure illness absences are well documented for attendance/truancy.

When children become ill at school, parents are contacted and asked to pick up the child. Persons listed on the Emergency Information in Skyward will be notified if parents cannot be reached. A small health area is available for temporary use.

Absence Procedures

Parents/guardians should call the school on the morning of an absence for the following reasons:

Excused Absences

- ***Illness***
- ***Family Illness (family responsibilities prohibit attendance)***
- ***Quarantine imposed by an official***
- ***Death in the immediate family***
- ***Funeral for close relatives***

Note: The district may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days. If parents cannot provide an excuse when required, the absence will be considered unexcused.

Truancy

"Truancy" means any absence of part or all of a school day during which the school was not notified of the legal cause of such absence by the parent or guardian of the absent student. Truancy will be referred to law enforcement for the issuance of a ticket.

Habitual truancy (unexcused absences) will be referred to the County District Attorney's office or local law enforcement. "Habitual truancy" is defined as an unexcused absence for part or all of five school days within a trimester.

Truancy Action

1. The Principal shall make the determinations of truant students under District Excused/Unexcused Policy and Procedures.
2. Parent/guardian notification of student truancy and review of Wisconsin requirements shall take place by phone or written contact by the end of the second day after an unexcused absence.
3. Review of attendance obligations and responsibilities shall take place between student and designated attendance officer.
4. School officials will continue to monitor student attendance and explore schedule modification options, if appropriate.

5. Students who have unexcused absences may be disciplined by the Principal or school attendance officer. Discipline may be a referral to the Green County Truancy Program or the student may receive a citation.

Make-Up Work and Missed Exams

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

In addition

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

Assignments, exams, and projects missed during an unexcused absence may be made up. Students must be prepared to turn in projects or take exams on the day they return to school. Make-up times will be scheduled at the earliest convenience of the instructor. No student shall be denied credit in a course or subject solely because of his/her unexcused absences.

Behavior and Discipline

Student Behavior

All students are expected to conduct themselves in a manner that reflects an understanding of their responsibilities as members of the New Glarus Middle School community and the rights of other students, faculty members, and visitors to our school. Violations of school or classroom rules create an unsafe environment and have a negative impact on a student's ability to profit from educational experiences. Because every possible act of misbehavior cannot be anticipated, there cannot be a rule to cover every possible situation. Students are expected to use their common sense and act appropriately at all times, in accordance with the standards described within this handbook.

New Glarus Middle School utilizes the core PBIS expectations – 'Be Respectful', 'Be Responsible', and 'Be Safe', along with the expectation of "Be Kind". These expectations are explained in more detail in multiple settings on the NGMS Behavior Matrix which is posted throughout the middle school and in the Appendix section of this handbook.

In the event where a student's behavior warrants 'office intervention' or assistance beyond the classroom, the student receives an Office Discipline Referral (ODR). An ODR is an infraction that is documented and monitored by the Principal's Office.

Bullying Prevention, Procedures, and Student Anti-Harassment

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

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

Definition of Bullying

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a

student's educational, physical, or emotional well-being and need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based on the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any characteristic protected by Federal or State civil rights.

Bullying behavior can be

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

Definition of Harassment

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

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

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

Anti-Harassment Compliance Officers

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

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

Assistant Principal/Curriculum Director

Anthony Edge
1619 2nd Street
New Glarus, WI 53574
608-527-2410

Middle School Principal/Curriculum Director

Jeff Eichelkraut
1619 2nd Street
New Glarus, WI 53574
608-527-2410

Director of Human Resources

Nita Duerst
1701 2nd Street
New Glarus, WI 53574
608-527-2410

Reporting and Complaints of Harassing Conduct

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

Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Complaint Procedure

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

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

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

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

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

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

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

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

The investigation will include:

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

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

Bullying and Harassment Prevention

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

- Closely supervise students in all areas of the school (hallways, bathrooms, bus line, cafeteria, parking lot). This includes the playground at the elementary school.
- Watch for signs of harassment/bullying and stop it when it occurs.
- Respond quickly and sensitively to bullying reports.
- Take seriously parents' concerns about bullying.
- Look into all reported bullying incidents.

- Assign consequences for bullying based on the District's discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Provide the option to the person being bullied to confront the person doing the bullying if he/she wishes to do so.

STUDENTS will do the following to prevent bullying.

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

Possible Consequences of Harassment/Bullying are

- Loss of passing times
- Lunch time in the office
- Time spent in the office
- Student writes a behavior plan
- Student writes a letter to parents
- After-school detention
- In-school suspension
- Out-of-school suspension
- Police referral
- Recommendation for expulsion

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

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

PBIS (Positive Behavior Interventions and Supports)

New Glarus Middle School utilizes a system that rewards positive behaviors (PBIS). Within this system is minimal use of punitive measures (assigned punishments). The intent is to place a focus on and positively reinforce the universal expected behaviors. When there is a need for a consequence, the primary goal is to make it a 'natural consequence' that is tied to the behavior and allows for a teachable moment. There is a

PBIS matrix (see appendices) that is utilized to prompt reinforcements and provide teachable moments for the students.

Academic Integrity

The policy for Academic Honesty can be found in Appendix 4 of this handbook. In most cases, the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The principal has the authority to exercise judgment in determining an appropriate consequence but should strive to follow the procedure as outlined.

Students shall not engage in any act of deception or falsification of work product. This includes plagiarism by copying the language structure, idea, and/or thought of another and representing it as one's own work, and a verbal or written statement of untruth.

Dress/Apparel Expectations

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

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

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

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

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

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

Expressive dress may not be protected speech if it involves:

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

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

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

Each school may engage in efforts to develop a dress code that prescribes certain types of dress and that identifies building-specific dress expectations. The development of the dress code shall be completed using the following guidelines:

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

Social Gatherings

Assemblies, dances, and other social gatherings will occur during the school year. These events, designed to be educational as well as entertaining, require those involved to adhere to behavioral expectations and safety precautions:

1. Students are expected to follow the PBIS expectations as listed in this handbook, which include:
 - a. Arrive at the destination quickly and quietly, remaining with your supervisor/group.
 - b. Give your attention to the program/event.
 - c. Follow the instructions of the staff members.

Substance Use Policy

The use of drugs, alcohol, and tobacco products of any kind by students poses a serious threat not only to their own well-being but also to the well-being of the school system. Drugs and alcohol have no place in an educational environment where the goals are learning and growth, and they will not be tolerated during school hours or on school property, or at any school-sponsored activity or event. Actions include, but are not limited to:

- Purchasing or attempting to purchase
- Possession of drug paraphernalia
- Selling or distributing or intending or attempting to sell or distribute
- Using (prior or at school)
- Possession

Note: "Substance" is not only limited to alcohol and drugs. Restricted drugs such as prescription or over-the-counter drugs; steroids; and other products that may be misused (aerosols, solvents, etc.) also fall into the parameters defining "Substance".

Students who violate this policy will be subject to disciplinary action. The school will cooperate fully with the police to deal with violations of the law on school property.

Communication

Whom to Call

Parents are encouraged to contact (i.e. email, phone, etc.) their child's teacher(s) with any questions or concerns that pertain to such items as homework assignments, special events, grades, tests, etc. Often it is possible to reach the staff members when calling, but if he or she is not available, a message will be taken or you can leave a message on the staff member's voicemail.

When parents need to get an important message to their child during the school day, the message should be left with the school administrative assistant at (608) 527-2410, extension *3100. In order to minimize class interruptions, messages should be limited to important ones such as family illness or a parent being absent from home after school. Parents should prearrange with their children that forgotten lunches, PE clothes, instruments, or books will be left at the front office for the students to pick up during the day. In an effort to avoid interrupting classroom learning, calls will not be made to individual classes during the school day. Calls directly to student cell phones are also discouraged during the school day.

Methods of Communication

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

- Emails
- Report cards
- Phone calls
- Monthly parent communication
- ~~Newsletter that is published every other month~~
- Parent-Teacher conferences each trimester
- Social Media posts through the New Glarus School District Facebook page
- Posts on the New Glarus School District website (www.ngsd.k12.wi.us)
- Apteegy
- Middle School Blog

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

Visiting the School

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

Food Service

Meal Programs

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

Breakfast

Served: 7:45 – 8:00 am daily. Middle School Breakfast charge is \$2.05.

Lunch

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

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

Lunch Prices

Regular Student Lunch	\$3.35
Premium Student Lunch	\$4.00
Adult/Staff	\$4.70
Additional Milk	\$.60

Families are required to pay in advance for the lunch program and should maintain a positive balance in the account. The School Board policy states that each family will be given a line of credit not to exceed \$10.00. After reaching this limit students will not be allowed to take part in the lunch/breakfast program until payment has been made and a positive balance has been established.

A la Carte

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

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

PAYMENT POLICY

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

NEGATIVE BALANCES

1. Families will be notified when their family account falls below a positive \$20.00 through an automated email sent through Skyward twice per week. Families who do not have email will receive a statement in the mail.
2. Families who have negative balances in their accounts will be notified by an automated email sent through Skyward twice per week and automated phone calls on alternate days. Families who do not have email will receive a statement in the mail.
3. Students with a -\$50.00 negative account balance will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Families will be contacted at -\$150.00 via personal phone call from the food service director. If families are having difficulty making deposits, please contact the Food Service Department to make arrangements.
4. Free and Reduced Priced Meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service Department's website. An updated application must be returned to the Food Service Department on a yearly basis, by September 30th of each year or the status of the account will revert to Paid Prices.

ACCOUNT BALANCES

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

- a. A complete block set up in Skyward. This wouldn't allow any charges to be made on the account.
- b. A complete a la carte block set up in Skyward. This would only allow purchases of a reimbursable lunch and additional milk.
- c. A wanding message attached to the account. Once the pin number is entered, a message will appear next to the student's name, stating what their restrictions are.

* Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account. If a student slips by at least three times, cashiers may remove ala carte items from student's tray.

* The restriction on the system will show up from year to year unless the

Food Service Department is contacted.

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

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

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

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

School Closings

No School Procedures

Whenever school is to be closed due to bad weather it will be announced on local radio and television stations beginning as early as 6:30 AM. It is important that your child knows where he/she should go due to an early closing. Arrangements with a neighbor or relative might be helpful. The school will **not** personally contact parents to inform them of the change.

Early closing will be posted on the school website and on local radio and television stations. We will also utilize the School-Messenger system with an automated message to the designated phone number listed in Family Access.

Severe Weather

The New Glarus School District has implemented safety procedures for severe weather situations that occur while school is in session. Evacuation routes are marked in each classroom and the staff has been trained on the process to best provide safety for our students.

Student IDs, Lockers, and Other Materials

Student IDs

Part of being the “Best Knight You Can Be” includes the responsibility to have student identification. Students will utilize their ID cards for lunch, printer/copier, library use, etc.

Student Lockers

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

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

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

1 to 1 Devices

The New Glarus School District assigns each of its students in kindergarten-12th grade an electronic device. In New Glarus Middle School, students are responsible for a Chromebook. Students and parents complete a User Agreement prior to the distribution of the Chromebooks. It is important to note that students are responsible for both the physical well-being and the use of the devices whether the location is on-campus or off-campus. For further information on ‘use’, please see Appendix 1 (CIPA) for the policy on Internet use.

Books and Supplies

Students will have textbooks ‘checked-out’ to them on the first day of school in their classrooms. Additionally, other classroom materials (i.e. paper, writing utensils, etc.) will be supplied by the middle school. Students can choose to bring their own supplies to school as well.

Teaching and Learning

Teams - Grade-Level and Content

A grade-level, instructional team approach is utilized at New Glarus Middle School. In grades 6, 7, and 8, all students are assigned to a grade-level instructional team. Each grade level team includes 4 homeroom teachers which are also content specialists. The grade-level teams include a math, an English/language arts, a science, and a social studies teacher. The teaching staff meets weekly as a grade-level team as well as with their content team. For example, the 6th, 7th, and 8th-grade math teachers also met weekly to provide vertical alignment of content in the middle school.

Working in teams allows a group of students and staff members to develop a group identity and personal relationships while still being a member of the larger learning community. These teams provide the students with a sense of stability and consistency as they transition from grade to grade and, eventually, to their secondary level of education.

Course Offerings

Cores:

English Language Arts
Science

Mathematics
Social Studies

When students are in their 'Core' rotation, they are taking the required classes (i.e. English Language Arts, Mathematics, Science, and Social Studies). These are progressive courses that students will be a part of during their elementary school, middle school, and high school educational careers and possibly beyond.

Surveys:

Agriculture
Business
Personal Finance
German
Technical Education

Art
Choir
Health
Physical Education
Technology

Band
Family and Consumer Sciences
Introduction to Computer Science
Spanish

Students will have the opportunity to take classes that allow them to discover their talents, unique abilities, and interests. These programs also expose students to areas not necessarily covered by the 'Cores'. In 7th and 8th grades, there is a student elective process that allows students to select some classes.

Multi-tiered Systems of Support - Tier One, Tier Two, Tier Three

The universal, academic instruction in reading and math is considered **Tier One**. ALL students receive Tier One instruction every day in the classroom. On every classroom schedule, there is also a time slot for **Tier Two and Tier Three**. What does that mean?

Tier Two is both a specific time in the day and an instructional practice throughout the day. Tier Two describes the actions teachers take to give students extra practice or reteaching on Essential Learning Outcomes (ELOs). ELOs are the skills shared with families on the report card and the most important skills at each grade level.

Tier Two Specific Time: Time is intentionally set aside every day in the schedule for teachers to work in small groups or with individual students to work on skills that are not yet proficient. Students also work on iReady lessons, center activities, unfinished classroom work, etc. depending on the grade level and the instruction.

Tier Two Embedded Instructional Time: Teaching staff also provide Tier Two opportunities throughout a lesson. This could be when they provide students feedback as they are working independently at their desks, redirect or provide additional individual support through questions, or read one-on-one with students during partner work. These are just a few examples of how Tier Two support may look when embedded into classroom instructional time.

Tier Three is in addition to Tier One and Tier Two for students who may need more time or repetitions with a particular skill. Tier Three is considered an intensive intervention. Most often Tier Three includes working with an interventionist or a special education staff member one-on-one or in a very small group on a specific essential skill.

Tier 2

~~Tier 2 is an opportunity for teachers and students to have access to one another for re-teaching opportunities. This time is set aside in the schedule. Tier 2 is provided for students who need additional intervention to practice and repeat skills for mastery, and allows students who have mastered particular skill areas to enrich their experience.~~

Tier 3

~~When students demonstrate a need beyond Tier 2, remediation is provided in Tier 3. Students work to reach proficiency on target learning outcomes in Tier 3. Students needing Tier 3 meet daily with an Interventionist.~~

Reporting Procedures & Grades

The middle school report cards are issued online, and on paper at the parent's request, at the end of each trimester. NGMS utilizes essential learning targets (ELOs) as evidence of learning. Students can earn one of two grade marks - Proficient or Emerging. A 'proficient' mark is earned if the student has provided evidence that they have met the essential learning outcome. An 'emerging' mark is earned if the student is showing growth but has not yet met the learning target set forth by the content. A grade of 'NA' for 'not assessed at this time' may be used to indicate that an essential learning target was not assessed during the given grading period. A grade of 'NE' for 'not enough evidence of learning' may be used to indicate that the student did not provide enough evidence of learning on a given essential learning outcome during the grading period. The 'NE' grade may be given for a variety of reasons, including attendance, missing assignments/incomplete work, etc.

Guidance Services

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

Mandated Reporter

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

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

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

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

Library/Media Center

There is a diverse collection of print and non-print resources providing curriculum support for teachers and students at the Library/Media Center. In addition to periodicals, the print collection includes fiction, non-fiction, biography, and reference books. Books are loaned out to students. Lost or damaged material will be at the borrower's expense.

Physical Education

The required dress for all physical education classes is tennis shoes. These should be kept at school to avoid not having the appropriate shoes on PE days, but may also be the shoes that students wear to school. Students will not be allowed to participate without tennis shoes. Athletic clothing is strongly recommended. Long sleeves may be needed when outside during cool weather.

Special Education

Students in need of specialized instruction in order to succeed in their learning program may be referred for a team evaluation under the provisions of Public Law 108-446 – 108th Congress (IDEA of 2004).

Referrals generally come from a classroom teacher or a parent. A referral must be made to the Director of Special Education. The team evaluation is assigned to be case managed by a member of the special education team in reference to the needs documented on referral. This may include the school psychologist, learning specialists, behavioral specialist, speech and language clinicians, school nurse, and teachers. If you would like more information, please call the Director of Student Services at 608-527-5515.

Students with identified special needs will be provided with scientifically research-based specialized instruction in their specific areas of need. This individualized specialized instruction will be provided in the "least restrictive environment"(LRE). The specialized instruction needed and the LRE are determined by the Individual Education Program Team. The range of options may include support personnel within the regular education classroom setting, resource room instruction to support regular classroom curriculum, or specialized instruction taking place within the resource room environment with replacement curriculum individualized.

As a community of learners, one of our goals for all our children is to acquire an appreciation for diversity, recognizing all our strengths and weaknesses so that we may work together efficiently and cooperatively.

Any questions regarding special education services should be addressed to the Director of Student Services.

Technology

Acceptable Use Policy

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

A. Educational Purpose

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

B. Student Internet Access

- All students will have access to Internet World Wide Web information resources at school.
- All students will be provided with individual email accounts. At the 4K-5th grade level, students do not necessarily know their email address or use it for school-related purposes
- The student and parent must sign this agreement to be granted an email account on NGSD.

C. Unacceptable Uses

The following uses of NGSD are considered unacceptable:

1. Personal Safety

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.

- You will not agree to meet with someone you have met online.
- You will promptly disclose to your teacher or other school employees any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

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

3. System Security

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

4. Inappropriate Language

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

5. Respect for Privacy

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

6. Respecting Resource Limits

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

7. Plagiarism and Copyright Infringement

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

8. Inappropriate Access to Material

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

D. Your Rights

1. Free Speech

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

2. Search and Seizure

- You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of NGSD may lead to a discovery that you have violated this Policy, the Discipline Policy, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Discipline Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- Your parents have the right at any time to request to see the contents of your email files.

3. Due Process

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

E. Limitation of Liability

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

F. Personal Responsibility

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

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

Cell Phones/Electronic Devices

A cell phone/technology in the school setting is a tool and not a toy or device to be used for entertainment purposes. When students bring their cell phones/technology to school, there are expectations for how they are used.

Expectations

1. If they are brought into a classroom, students are expected to keep their cell phones put away and out of sight.
 - a. Teachers may require students to keep their cell phones in their lockers, a pocket, a pencil/tool bag, etc., or in cell phone "houses"/containers within the classroom where they are checked in at the beginning of each class period.
 - b. Students can always choose to leave their cell phones in their lockers or at home.
2. All cell phone or technology use while on school property and during the school day should follow the district's Acceptable Use Policy.
3. The use of cell phones to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms, and other similar private areas.
4. **Students should follow all other expectations for cell phone use that the classroom teacher or grade-level team has provided.**

Procedures for those who don't follow the expectations:

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

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

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

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

Video and Audio Recording

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

Transportation

Arrival and Dismissal

- **Arrival**

For students arriving by bus, walking or getting dropped off, enter through the main middle school entrance. **Arrival time is 7:45-8:00**

- **Dismissal**

For students walking or getting picked up after school, exit the main middle school doors and walk across the crosswalk to the parking lot by the field. For students riding a bus, exit the main middle school doors to the buses in front of the school

**Student's last class will end at 3:30, at which time they will be dismissed and the buses will leave the MS/HS building at 3:35.

AM Drop Off / PM Pick Up Area

Student drop off and pick up by a personal vehicle at the beginning and end of the school day will be in the parking lot across from the school by the field. Students will cross the street at the crosswalk which will have an adult crossing guard assisting with student safety.

Transportation/Busing

In accordance with The Wisconsin Department of Public Instruction guidelines, The New Glarus School District provides transportation for students. Should parents/guardians choose to opt out of this service, they become responsible for their students arriving and departing school grounds at the posted times. Students are expected to follow the PBIS Matrix as included in this handbook while on the bus. This includes:

- **Respect toward the driver**
- **Find seat quickly**
- **Not blocking aisles**
- **Stay seated during travel**
- **Hands and articles in the bus**

Students are not required to participate in the district's transportation options. Alternative options not provided by the district include: walking, biking, parent drop-off, etc.

Other Information

District Non-Discrimination Policy

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

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

Appendix 1

CHILDREN’S INTERNET PROTECTION ACT (CIPA)

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

The school district has installed Internet Filtering devices. The school district has also established a policy, which outlines the guidelines for Internet use.

All students must have a signed Internet policy permission form on file in the office. The form is located in the middle school office.

Appendix 2

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

Examples include: a playbill, the annual yearbook; honor roll or other recognition lists; graduation programs and videos; and sports programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

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

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

Parents also have the right to inspect certain surveys and to opt their children out of those surveys that collect, disclose, or use personal information from students, including materials designed to sell or market student information to others. The types of surveys

include those created by third parties (outside of the school district). If a survey asks students for information in any of the following eight categories, parents have the right to inspect the survey:

Political affiliations or beliefs of students or their family.

Mental and psychological problems of students or their family.

Sex behavior or attitudes.

Illegal, anti-social, self-incriminating, or demeaning behavior.

Critical appraisals of individuals with whom students have close family relationships.

Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

Religious practices, affiliations, or beliefs of students or their parents.

Income (other than that required by law to determine eligibility for program participation or financial assistance).

Appendix 3

Academic Honesty Policy

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

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

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results from an artificial intelligence platform as one's own () (See Policy 7540.08 - Artificial Intelligence (AI));
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others;
- L. intentionally accessing another's work for the purpose of presenting it as one's own;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

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

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

Students who violate this policy are subject to disciplinary consequences.

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

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

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

Dishonesty, or cheating, is defined as:

- ~~copying from others;~~
- ~~having or using notes, formulas or other information in either written or programmable calculator or other technology based formats without teacher permission;~~
- ~~having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information;~~
- ~~taking an exam for another student;~~
- ~~providing or receiving information about all or part of an exam;~~
- ~~having or using a "cheat sheet" that is not specifically authorized by the teacher;~~
- ~~altering a graded exam and resubmitting it for a better grade; and~~
- ~~working together on a take-home exam unless authorized by the teacher of the class where the take-home exam is used.~~
- ~~Plagiarism in papers and assignments includes, for example:~~
- ~~giving or getting improper assistance on an assignment meant to be individual work;~~
- ~~acting as a provider of paper(s) for a student or students;~~
- ~~making up data for an experiment ("fudging data"); and~~
- ~~citing nonexistent sources (articles, books, etc.).~~

Examples of other forms of academic dishonesty include:

- ~~misrepresenting academic accomplishments, such as tampering with computer records; and~~
- ~~deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.~~

Use of computers in any of the following ways is prohibited:

- ~~➤ Unauthorized copying of any software;~~
- ~~➤ Copying or using another student's data disk or flash drive information; and~~
- ~~➤ Unauthorized use of hard copy (printed material) to develop one's own software.~~

Disciplinary Actions

~~Any action taken with respect to cheating shall take into account:~~

- ~~➤ First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.~~
- ~~➤ Second, the rights of the student who has violated this policy and the need to provide an appropriate action.~~

~~Procedures for dealing with alleged academic dishonesty in grades 6th through 8th shall be cumulative throughout a student's academic career in the New Glarus Middle School, starting at 6th grade and cumulative to 8th grade.~~

First Offense

The teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student, and permit the student to respond by providing a written or verbal statement of his or her viewpoint.

- The teacher will contact the parent/guardian by phone, and make documentation of the call.
- The teacher will submit a copy of the disciplinary report to the office of the principal.
- If the matter is not resolved, the teacher will refer it to the principal.

Second Offense

- Penalties and procedures as in the first offense; plus:
- The teacher, who observes the alleged dishonesty, will confront the individual student and contact the student's parents.
- The teacher will submit a copy of the disciplinary report to the office of the principal.

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- The principal will contact the parent/guardian by phone, make documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian will be asked to participate in a conference with the principal to discuss possible disciplinary action.

Appendix 4

PBIS Matrix

KNIGHT PRIDE PLAN	Behavioral Expectations			
Location	Be Kind	Be Respectful	Be Responsible	Be Safe
Arrival /Dismissal & Hallway	<ul style="list-style-type: none"> • Positively greet others • Keep space tidy ○ Throw away trash, even if it's not yours 	<ul style="list-style-type: none"> • Be aware of other classes/activities • Walk on the right side of the hallway 	<ul style="list-style-type: none"> • Wait in designated area • Take care of personal items • Go directly to destination • Check into and sign out of office • When late in morning • When leaving early ○ Office staff must communicate with parents/guardians when students leave early. 	<ul style="list-style-type: none"> • Walk • Use crosswalks & sidewalks • Walk bike between stadium and middle/high school • Follow assigned routes (inside/outside)
Bathroom	<ul style="list-style-type: none"> • Awareness of others' personal space 	<ul style="list-style-type: none"> • Give privacy to others • Help out custodial staff • Pick up after yourself • Keep area clean for next user • Take ownership of space • Patiently wait your turn • Stalls and sinks 	<ul style="list-style-type: none"> • Flush toilet • Wash hands with soap 	<ul style="list-style-type: none"> • Keep areas dry • Bathrooms are a "cellphone-free" area • Sign out to use bathroom
Cafeteria	<ul style="list-style-type: none"> • Positive conversation • Invite others to table 	<ul style="list-style-type: none"> • Wait patiently • Be aware of other classes • Keep condiments at station 	<ul style="list-style-type: none"> • Bring your ID • Clean your table • Leave when dismissed 	<ul style="list-style-type: none"> • Allergy awareness
School Environments (school property, including buses)	<ul style="list-style-type: none"> • Respond to others positively • Include all classmates • Encourage others • Make your interactions positive (staff & peers) • Put personal items that are not yours in 	<ul style="list-style-type: none"> • Pay attention to speaker • Follow directions • Use appropriate language • Use appropriate voice level • Put trash in trash can • Put recycling in recycle bins 	<ul style="list-style-type: none"> • Follow timelines ○ Be on time ○ Assignment completion ○ Return materials • Positive role modeling • Bring ID • Use work time productively 	<ul style="list-style-type: none"> • Control hands, feet, body • Use materials as taught • Keep chair flat on floor

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	the lost and found		<ul style="list-style-type: none">• Return materials where they belong• Keep track of usernames / passwords• Keep devices & areas clean & dry• Care for technology• Follow grade-level plan for cellphones• Lock lockers	
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NEW GLARUS HIGH SCHOOL



STUDENT HANDBOOK 2024-2025

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Introduction



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

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

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

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

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



Strategic Plan New Glarus School District



Vision

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

Mission

Educating each student to contribute and succeed in our global community by fostering a passion for learning and the pursuit of excellence.

Core Values

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

Strategic Goals

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



Welcome to New Glarus High School



Dear New Glarus High School Students and Families,

Welcome to the 2024-2025 school year at New Glarus High School! We are looking forward to working with you this school year. New Glarus High School is a small school with big opportunities and our goal is to make sure all students are both college and career ready by the time of their graduation. When your student has finished high school, we want them to have the opportunity to pursue whatever path they desire. This school year is the next step in that journey.

If at any point you have questions, concerns, or would like to share any information with me, please do not hesitate to let me know or stop by the high school office. I look forward to a great school year!

Sincerely,

Jeff Eichelkraut, Ed.D.
High School Principal

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

1. ~~To individualize the learning program in order to provide appropriately for each student, according to his/her specific background, capabilities, learning styles, interests, and aspirations.~~
2. ~~To protect and observe the legal rights of students.~~
3. ~~To enhance the self-image of each student through helping him/her feel respected and worthy, and through a learning environment which provides positive encouragement.~~
4. ~~To provide an environment in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.~~
5. ~~To deal with students in matters of discipline in a just and constructive manner.~~
6. ~~To provide in every way reasonable for the safety, health, and welfare of students.~~
7. ~~To promote faithful attendance and good work.~~

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

(2001 WASB Changes and Challenges)

BOARD OF EDUCATION MEMBERS

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

DIRECTORY

ASSISTANCE

High School, Middle School, Elementary School and District Offices

608-527-2410

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

FACULTY & ADMINISTRATION

Charles Anderson	Math
Kris Anderson	District Administrative Assistant
Tyler Bass	Industrial / Engineering
Matt Belknap	Middle/High School Spanish
Peter Bertling	Science
Rychia Bosman	Science
Samuel Burke	English
Mitchell Cernek	Dean of Students / Athletic Director
Cassidy Colby	Science
Dani Dahlman	HS Kitchen Manager
Rebecca Derke	Food Service Director
Amy Doefer	Middle/High School Band
Nita Duerst	HR Financials
Dr. Jeff Eichelkraut	7-12 Principal
Sadie Einbeck	Math
Jonathan Goodness	Physical Education
Tamara Haight	Middle/High School Business Education
Melissa Holland	Special Education
Rebecca Kuhl	English
Ryan Lehman	MS/HS Family and Consumer Science
Angie Luick	Special Education
Don Malaise	Technology Coordinator
Tammy Marty	Business Manager
Kathryn McBride	Middle/High School Librarian
Larry McGowan	Director of Buildings and Grounds
Hanna Mielke	Middle/High School Agriculture
Kali Montgomery	9-12 Counselor
Mattisen Mullranin	HS Administrative Assistant
Angela O'Bel	Speech and Language
Jane O'Brien	Youth Apprenticeship Coordinator
Patrick Porwoll	English
Angie Rear	Data Specialist / District Registrar
Erin Russ	School Psychologist
Renee Setterstrom	Middle/High School Choir
Andrew Schulz	Middle/High School Band
Lexa Speth	Social Studies
Jennifer Talarczyk	Director of Student Services
Kyland Taylor	History and Social Studies
Dr. Jennifer Thayer	District Administrator
Jerry Tordoff	History and Social Studies
Sam Weinbrenner	Special Education
Karen Wenger	Math
Alison Winters Hanson	Middle/High School Art
Kayla Zimmerman	District Nurse
Emily Zuleger	Middle/High School German

ACADEMIC HONESTY

The School District of New Glarus regards academic honesty as a cornerstone of its educational mission. It is expected that all school work submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

Violation of Academic Honesty Policy

The following rules for conduct apply to all students in grades 9-12. A student will be subject to disciplinary action for any form of academic dishonesty, resulting in consequences as described. The Principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined.

Students shall not engage in any act of deception or falsification of work product. This includes examples as follows:

- Plagiarism in written, creative, or oral work. (Plagiarism is using the language structure, idea and/or through of another without acknowledgment of the source.)
- Giving or receiving unauthorized assistance on exams.
- Altering grades or other academic records, giving false information, or providing notes, signature, or other forged documents to school officials or teachers.
- Submitting identical work in more than one course without the prior approval of the instructor. (Students may further develop previous work with prior approval of the instructor.)

Disciplinary Actions

Any action taken with respect to cheating shall take into account

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.
- Second, the rights of the student who has violated this policy and the need to provide an appropriate action.

Procedures for dealing with alleged academic dishonesty in grades 9-12 shall be cumulative through a student's graduation from New Glarus High School.

Cumulative Penalties shall be:

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

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

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results from an artificial intelligence platform as one's own () (See Policy 7540.08 - Artificial Intelligence (AI));
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;

- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others;
- L. intentionally accessing another's work for the purpose of presenting it as one's own;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

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

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity. Additionally, all stakeholders play a part in maintaining academic honesty by:

Teacher/Staff Responsibilities – Staff will

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

Parent/Guardian Responsibilities – Parents/Guardians will

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

Student Responsibilities – Students will

- Protect his/her own work, not lend or borrow homework.
- Use technology appropriately.

- Not look at another student's test or allow his/her test to be seen by another student.
- Not talk during a test or about the test until all classes have had a chance to take it.

Students who violate this policy are subject to disciplinary consequences. The following are consequences for academic dishonesty:

First Offense

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

Second Offense

- ~~1. Penalties and procedures as in the first offense; plus the student~~
 - ~~(a) Will be ineligible for position (title) of valedictorian or salutatorian.~~

Second Offense

1. If the student is found to have a second academic dishonesty, then the following steps apply:
 - a. The initial letter grade will be an "F" and issued for the assignment in cases of verified academic dishonesty.
 - b. Homework - The student will complete and re-submit the assignment, which may be eligible for partial credit.
 - c. Test or Quiz - The student will retake that test or quiz, which may be eligible for partial credit.
 - d. Marking Period or Semester Exam - The student will retake that exam, which may be eligible for partial credit.
2. The teacher will contact the parent/guardian by phone, make a documentation of the call.
3. The teacher will submit the academic dishonesty as an incident in Educlimber. If it is the 2nd offense, it will be considered an office-discipline referral through the office. ~~submit a copy of the disciplinary report to the office of the Principal.~~
4. The student will be ineligible for National Honor Society membership for 18 months.
5. The student will be ineligible for front steps, Tier 2 lunch, or RP privileges for a minimum of 6 weeks.
6. The principal will follow up with the student and the parents.
- ~~4. Penalties and procedures as in the first offense; plus the student~~
 - ~~(a) Will be ineligible for position (title) of valedictorian or salutatorian.~~

Third Offense

1. If the student is found to have a third academic dishonesty, then the following steps apply:
 - (a) The initial letter grade will be an "F" and issued for the assignment in cases of verified academic dishonesty.
 - (b) Homework - The student will complete and re-submit the assignment, which may be eligible for partial credit.
 - (c) Test or Quiz - The student will retake that test or quiz, which may be eligible for partial credit.
 - (d) Marking Period or Semester Exam - The student will retake that exam, which may be eligible for partial credit.
2. The teacher will contact the parent/guardian by phone, make a documentation of the call.
3. The teacher will submit the academic dishonesty as an incident in Educlimber. If it is the 3rd offense, it will be considered an office-discipline referral through the office. **submit a copy of the disciplinary report to the office of the Principal**
4. The student will be ineligible for National Honor Society membership for 18 months.
5. The student will be ineligible for front steps, Tier 2 lunch, or RP privileges for a minimum of one trimester.
6. The principal will follow up with the student and the parents.
7. The student will be ineligible for the position of valedictorian and ineligible for the title of honor student at graduation.

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

~~8. All penalties and procedures in first and second offense will be applicable under the third offense; plus the student~~

~~(a) Will be ineligible for position (title) of honor student at graduation.~~

~~(b) Will be ineligible for any scholarships controlled or sponsored by the District.~~

~~9. Penalties for the third offense will remain in effect for the student's entire high school career.~~

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

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

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

ADMINISTRATION

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

ADVISORS

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

10 th Grade	Mr. Burke, Mr. Porwoll, Ms. Speth, Mr. Tordoff, Mrs. Zuleger
11 th Grade	Mr. Belknap, Mr. Bass, Ms. Bosman, Ms. Einbeck, Mrs. Wenger
12 th Grade	Mr. Anderson, Ms. Doefer, Ms. Colby, Mr. Taylor, Ms. Mielke

ATTENDANCE

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

Absence Procedures

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

1. Unanticipated Absences

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

Circumstances classified as unanticipated absences are

- (i) Student Illness- Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days. If parents cannot provide an excuse when required, the absence will be considered unexcused.
- (ii) An illness in the immediate family which requires the absence of the student because of family responsibilities.
- (iii) A death in the immediate family or funerals for close relatives.
- (iv) Quarantine as imposed by a public health officer.

2. Absences Excused by Advanced Notice

(a) If a student needs to be absent from school, and his/her parents/guardians know in advance, the student is to obtain an anticipated absence form from the school office. The absence request must be made in writing in advance of the absence and provide sufficient time for the student to obtain coursework from all of his/her teachers. The student should take the form to each of his/her teachers for assignments and teacher approval. A student may be excused in writing for any reason by his/her parent or guardian prior to an absence for no more than a total of ten days in the school year. Examples of commonly requested absences are

- (i) Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/guardians are requested to make appointments during non-school hours.
- (ii) Religious holidays.
- (iii) Family trips that can only be taken during the normal school term.
- (iv) A court appearance or other legal procedure which requires the attendance of the student.
- (v) Students in grades 6-12 will be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

3. Excused School-Related Absences

(a) If a student knows they are going to be absent in advance for a school related function, they need to fill out an advanced make-up or blue sheet prior to the absence. Examples are

- (i) Attendance at special events of educational value as approved by the Principal or his/her designee.
- (ii) Approved school activities during class time.
- (iii) In-school and out-of-school suspensions.

- (iv) Expulsion from school
- (v) Special circumstances that show good cause, which are approved in advance by the Principal or his/her designee.

Make-Up Work and Missed Exams

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

In addition

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

Assignments, exams and projects missed during an unexcused absence may be made up. Exams and projects missed during an unexcused absence may be made up. Students must be prepared to turn in projects or take exams on the day they return to school. Make up times will be scheduled at the earliest convenience of the instructor. No student shall be denied credit in a course or subject solely because of his/her unexcused absences.

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

Truancy Action

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

BELL SCHEDULE

1 st Hour	8:00-9:02 a.m.
2 nd Hour	9:05-10:14 a.m. (breakfast break included)

3 rd Hour	10:17-11:19 a.m.
4 th Hour	11:23-12:25 p.m.
First Lunch	12:25-12:53 p.m.
General Lunch	12:53-1:19 p.m.
5 th Hour	1:22-2:25 p.m.
6 th Hour	2:28-3:30 p.m.

BULLYING PREVENTION AND PROCEDURES

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

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

Definition of Bullying

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

Bullying behavior can be

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

Definition of Harassment

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

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

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

Anti-Harassment Compliance Officers

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

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

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

Reporting and Complaints of Harassing Conduct

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

Complaint Procedure

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

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

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

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

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

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

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

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

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

The investigation will include:

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

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

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

Bullying and Harassment

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

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

STUDENTS will do the following to prevent bullying.

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

Possible Consequences of Harassment/ Bullying are

- Loss of break time

- ☐ Lunch time in the office
- ☐ Time spent in the office
- ☐ Student writes a behavior plan
- ☐ Student writes a letter to parents
- ☐ After-school detention
- ☐ In-school suspension
- ☐ Out-of-school suspension
- ☐ Police referral
- ☐ Recommendation for expulsion

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

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

CELL PHONES/COMMUNICATION AND LISTENING DEVICES

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

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

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

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

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

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

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

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

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

CLOSED CAMPUS

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

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

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

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

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

STUDENT RIGHTS

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

STUDENT RESPONSIBILITIES

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

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

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

COMMUNICATION

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

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

- **Apptegy**

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

DISCIPLINE

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

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

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

Other unacceptable behaviors are: profanity (spoken, gestured, or written), cheating, fighting, intimidation, and threats, disruptive items (squirt guns, firecrackers, noise makers, music devices, skateboards, pagers, cell phones, laser pointers, matches, lighters, etc.), and insubordination (refusal to obey teachers, administrators, or staff members reasonable directives). All students are expected to cooperate with investigations conducted by school personnel. Failure to cooperate will be considered insubordination.

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

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

Removal from Class

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

DISTRICT NON-DISCRIMINATION/HARASSMENT POLICY

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

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

DRESS CODE AND STUDENT APPEARANCE

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

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

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

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

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

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

Expressive dress may not be protected speech if it involves:

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

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

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

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

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

DRIVING & STUDENT PARKING

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

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

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

ELECTOR REGISTRATION

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

EMERGENCY INFORMATION

All families must keep their children's emergency information up to day through Family Access or by contacting the office.

EXTENSION OF SCHOOL

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

EXTRA-CURRICULAR ACTIVITIES

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

1. Students participating in any of the activities or athletics sponsored by the New Glarus School District are representing themselves, their parents, the school, the community, and their team or organization.
2. **All students participating in any school sponsored activity (clubs, organizations, dances, field trips, etc.) or sport must adhere to the academic training rules as set forth by this handbook.**
3. The W.I.A.A. states that a code of conduct must be on file for all students participating in extra-curricular activities. This code of conduct must also remain in effect twelve months out of the year. They require each School District to set up training rules prohibiting the use of alcoholic beverages, tobacco and controlled substances unless properly prescribed.
4. The use of alcoholic beverages by anyone under the age of 21 is illegal according to state laws. The use of tobacco products by anyone under the age of 18 is illegal under state laws. The use of controlled substances is illegal for everyone unless properly prescribed. The use of performance-enhancing substances is against WIAA rules and regulations. Keeping this in mind, along with the

obvious health concerns of using the above listed drugs, the New Glarus School District sets forth the rules and regulations listed in this handbook.

Applicability of the Extra-Curricular Code of Conduct

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

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

Extra-Curricular Code of Conduct and Pledge Sheet

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

Personal Conduct

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

Transportation Regulations

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

In cases of a practice for one of the sports in which we co-op or tri-op, parents must give written permission to their student's coach, in advance, allowing only their son or daughter to drive to practice in their vehicle.

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

Parents and Coaches Pre-Season Meeting

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

Awards

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

Special Eligibility Rules

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

ACADEMIC ELIGIBILITY

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

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

2024-2025 Return to Play Dates

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

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

Winter – January 11, 2025

Spring – April 16, 2025

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

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

Attendance Eligibility

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

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

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

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

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

Offenses

Minor Offense

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

Major Offense

A Major Offense would include:

1. The use, possession, buying or selling of intoxicating beverages, tobacco, vaping device, controlled substances or performance enhancing substances that are on the banned list from W.I.A.A. Please note that for anyone under the age of 21, alcoholic beverages are illegal drugs and tobacco is considered an illegal drug for anyone under the age of 18.
2. Suspension from school, whether it be in school, or out of school. A student that is suspended from school will be ineligible to attend any practice, contest, or event during the time of his or her suspension. If there are no scheduled events during the duration of the suspension, the student will be ineligible for the next athletic contest or activity.
3. Pleading guilty to a criminal act or being convicted of a criminal act as determined by the courts.
4. Failure to cooperate with investigations related to code of conduct.
5. Attending a party, being in a vehicle or tavern where alcohol, tobacco or controlled substances are present, unless accompanied by a parent, will be considered a violation even if the student is not consuming. A student attending a gathering where alcohol, tobacco or controlled substances are being used will be considered to be in violation of this code of conduct except as follows:
 - (a) Attendance at an establishment licensed to sell alcoholic beverages in addition to food or recreational services. (i.e. restaurant, bowling alley, golf course)
 - (b) Attendance at family gatherings, including weddings, where alcoholic beverages are available to people over 21 years old and the student does not consume alcoholic beverages.
 - (c) A student will not be considered in attendance at a gathering if they simply arrived to provide a ride to a friend in need of transportation. This purpose must be verified by the student's parents and the person that received the ride. The student may not enter the location, but simply call for the individual to come to the vehicle.

Disciplinary Action and Penalties for Major Violations

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

Reporting and Administration of the Code of Conduct

If a student reports an incident to the Principal or Athletic Director and cooperates with the investigation they may have the report count as a self-referral. Self-referrals may only be used once every two years. **Upon being made aware** of a violation an adult must report the violation in writing to the Athletic Director or Principal

within 30 days in order for it to be considered for investigation. Incidents that occurred more than one calendar year in the past will not be investigated.

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

A violation may involve an eyewitness and that witness may submit the complaint in writing. However, there will be times when neither an eyewitness nor a written statement will be available or possible. In this case, the Athletic Director or Principal will interview the student as long as there is reasonable suspicion to do so. There will be other times when students take the responsibility to report themselves as violators of the code.

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

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

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

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

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

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

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

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

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

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

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

Third Offense- (1 Calendar Year)

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

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

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

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

Carry-Over Policy

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

Earning Back Levels of Eligibility

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

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

The Appeal Process

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

The extra-curricular council will consist of the following people

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

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

The extra-curricular council may take one of two actions

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

Examples include

- A playbill, showing your student's role in a drama production.
- The annual yearbook.

- Honor roll or other recognition lists.
- Graduation programs and videos.
- Sports programs, showing weight, height, and year in school of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

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

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

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

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

- Political affiliations or beliefs of students or their family.
- Mental and psychological problems of students or their family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or their parents.

- Income (other than that required by law to determine eligibility for program participation or financial assistance).

FIELD TRIPS

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

FIRE DRILLS

When the alarm sounds:

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

FOOD & BEVERAGES

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

GRADUATION REQUIREMENTS

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

HALL PASSES AND ~~FIRST 10~~ RULE

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

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

HOMEcoming

Students are eligible for homecoming if they are involved in an organization or sport at New Glarus High School. If a student is not involved with either, they can be eligible by completing their service learning project prior to homecoming or by participation in a youth apprenticeship program. Students would declare what they are representing and can represent any sport or organization on the court or in the parade. Students and sports would be verified by completion of the sports season. In organizations, students would simply need to

complete a sheet with an adviser signature that they have been a part of the organization and participated in a worthwhile event of some kind. Any student athlete who has been declared ineligible for any part of the fall season will not be eligible for court.. The King will be selected from the senior male-representatives and voted on by the student body. The Queen will be selected from the senior female representatives and voted on by the student body. If the representatives were the King or Queen of the Junior Prom, they are not eligible to be Homecoming King or Queen.

HONOR ROLL

- 3.20 – 3.49 GPA in grading period shall make Honor Roll
- 3.50 – 3.74 GPA in grading period shall make High Honor Roll
- 3.75 – 4.00 GPA in grading period shall make Highest Honor Roll
- Trimester grades will be used to determine Honor Roll.
- Honor Rolls will be complete when grades are final.
- Senior Class Scholarships are figured on the most recent cumulative GPA at the time of the scholarship deadline. The cumulative GPA after Trimester 2 of a student's senior year is used in preparation for the graduation ceremony and end of the year honors, including the selection of the valedictorian.

INCOMPLETE GRADES

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

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

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

LAUDE SYSTEM

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

Award Levels

There are three levels of awards:

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

Laude Score

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

Cut Off Scores

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

Cum Laude Recognition Courses

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

English

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

Math

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

Science

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

- AP CSP

- AP CSA

Agriculture

- PLTW – Environmental Sustainability

Social Studies

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

Art

- Senior Studio + Participation in the Capitol Conference Art Show

Band

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

have earned a 1st at State Solo and Ensemble.

● ~~College Success~~

Business

- Marketing Principles

Choir

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

Employability

- College and Career Readiness

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

MANDATED REPORTER

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

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

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

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

MEAL PROGRAMS

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

Breakfast

Served daily as part of second hour. High school breakfast charge is \$2.05

Lunch

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

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

Lunch Prices

Regular Student Lunch \$3.35
Premium Student Lunch \$4.00
Adult/Staff \$4.70
Additional Milk \$.60

~~Families are required to pay in advance for the lunch program and should maintain a positive balance in the account. The School Board policy states that each family will be given a line of credit not to exceed \$10.00. After reaching this limit students will not be allowed to take part in the lunch/breakfast program until payment has been made and a positive balance has been established.~~

A la Carte

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

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

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

PAYMENT POLICY

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

NEGATIVE BALANCES

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

Service Department's website. An updated application must be returned to the Food Service Department on a yearly basis, by September 30th of each year or the status of the account will revert to Paid Prices.

ACCOUNT BALANCES

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

- a. A complete block set up in Skyward. This wouldn't allow any charges to be made on the account.
- b. A complete a la carte block set up in Skyward. This would only allow purchases of a reimbursable lunch and additional milk.
- c. A warning message attached to the account. Once the pin number is entered, a message will appear next to the student's name, stating what their restrictions are.

* Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account. If a student slips by at least three times, cashiers may remove ala carte items from student's tray.

* The restriction on the system will show up from year to year unless the Food Service Department is contacted.

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

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

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

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

NATIONAL HONOR SOCIETY

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

- Scholarship: a minimum of 3.400 Cumulative GPA.
 - Once selected, a student must maintain a minimum of 3.200 GPA to remain in NHS.
- Leadership: a record of positive contribution to school and/or community.

- Character: demonstrates traits that are consistent with National Honor Society.

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

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

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

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

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

RESPONSIBILITY PASS

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

SCHOOL HOURS

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

SELECTIVE SERVICE REGISTRATION

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

SEVERE WEATHER/TORNADO EVACUATION

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

STUDENT, ALCOHOL AND DRUG ABUSE

It is incumbent upon the District to maintain a positive environment for learning and to provide for the health and safety of students. Therefore, the following actions are prohibited by students anywhere on school

premises, in any District-owned or contracted vehicle and at any school-sponsored function or activity at all times.

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

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

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

STUDENT ID AND LANYARDS

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

STUDENT MENTAL HEALTH / PHYSICAL SAFETY CONCERNS

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

STUDENT SCHEDULING

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

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

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

STUDENT HEALTH CONCERN FORM

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

STUDENT LOCKERS

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

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

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

TARDINESS

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

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

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

15 TARDIES

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

30 TARDIES

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

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

TIER 2 TIME

Tier 2 time will be held ~~opposite of lunch~~ after 4th period. Tier 2 is a time for both intervention and enrichment and all students will have the opportunity to receive both; as well as additional assistance from their teachers. Prior to Monday, staff will select students for Tier 2 times in which students need to attend. Students will also have the opportunity to select locations for Tier 2 time.

All communication for Tier 2 will be done through a program called Flexisched, through which students can see make their requests their Tier 2 schedule. Each student will have an assigned homeroom location to which they will report during their Tier 2 time on Mondays to establish their Tier 2 plan each week. For Tuesday-Friday, students will have the opportunity to work with the teachers of their classes to receive

additional instruction based on their needs. If a student doesn't have or make any Tier 2 location requests, they will report to their homeroom location. Tier 2 time will count as part of each student's attendance record.

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

VIDEO AND AUDIO RECORDING

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

VISITORS TO SCHOOL

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

WEAPONS ON SCHOOL PREMISES

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

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

WITHDRAWING FROM A CLASS

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

WORK STUDIES

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

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

STUDENT ACCEPTABLE USE POLICY

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

Educational Purpose

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

Student Internet Access

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

Unacceptable Uses

The following uses of NGSD are considered unacceptable:

Personal Safety

- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

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

System Security

- Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should students provide their password to another person.

- Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problem, because this may be construed as an illegal attempt to gain access.
- Students will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.

Inappropriate Language

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

Respect for Privacy

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

Respecting Resource Limits

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

Plagiarism and Copyright Infringement

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

Inappropriate Access to Material

- Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate

literature). A special exception may be made for hate literature if the purpose of student access is to conduct research and both the students' teacher and parent have approved.

- If students mistakenly access inappropriate information, they should immediately tell their teacher or another District employee. This will protect students against a claim that they have intentionally violated this Policy.
- Students should seek instruction from their parents if there is additional material that they think would be inappropriate to access. The District fully expects that students will follow their parent's instructions in this matter.

Your Rights

Free Speech

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

Search and Seizure

- Students should expect only limited privacy in the contents of their personal files on the District system. The situation is similar to the rights students have in the privacy of their lockers.
- Routine maintenance and monitoring of NGSD may lead to discovery that students have violated this Policy, the Discipline Policy, or the law.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the Discipline Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- Parents have the right at any time to request to see the contents of their student's email files.

Due Process

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

Limitation of Liability

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

Personal Responsibility

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

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

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

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

March 1, 2024



Ms. Tammy Marty
Business Manager
School District of New Glarus
1701 Second Street
New Glarus, WI 53574

Dear Ms. Marty:

Taher, Inc. is **our nation's largest private Food Service Management Company** with 43 years of experience. Today, we manage over 350 food service operations throughout 24 states and serve over 550,000 students every day. School lunch management is the business we know very well! We are appreciative of our partnership with the School District of New Glarus and are proud to say your students are included in our success stories. We will continue using input from your students to create an atmosphere that energizes, engages, and adds value to your dining program while creating a fun and professional venue to drive program participation. Below is a brief overview of several key enhancements that will ensure the expansion of your current program:

- ☞ **On-Site Management Team:** Taher will continue using our Shared Food Service Director model to manage your program. Current Food Service Director Rebecca Derke will continue to deliver an exceptional dining experience for students, staff, parents, and administration that presents culinary balance and creativity for all ages. She will embrace the district's ideals and mission as she professionally manages your food service program. Additionally, she will be supported by our corporate **Wisconsin-based Operations Team!**

- ☞ **Culinary Customization and Excellence:** Central to our proposal is a chef-driven approach, bringing a rich tapestry of global and local flavors to your District. Taher's dedication to culinary artistry is combined with an unwavering commitment to fresh, high-quality ingredients sourced locally as much as possible. We develop our menus to ensure 75% of our meals are made-from-scratch.

- ☞ **Program Sizzle:** We focus on the art of culinary by introducing your school community to our signature programs. **Rebecca as your Food Service Director** will fuel your program participation and satisfaction with programs such as cafeteria food demonstrations, Kids in the Kitchen Cooking Classes, Corporate Chef Visits, LTO (Limited-Time Offerings), food court marketing, Harvest of the Month, catering, school gardens, food fairs, communication programs, and more!



- ☞ **Employee Support:** Hourly staff are key to the success of your food service operation. Taher will continue to employ all current FSMC hourly staff. As a privately owned company, we consider every employee to be part of the Taher family. Beyond recruitment, Taher staff benefit from a supportive work environment, continuous training, competitive wages, and a clear career pathway. A culture of innovation, coupled with a broad local network, ensures a continuous influx of fresh ideas. There is a planned wage increase for 2024-2025.

- ☞ **Financial Results:** Taher, Inc. is offering School District of New Glarus a Cost Reimbursable Fee Per Meal of:
 - **Management fee = \$0.045 per meal/meal equivalent and the General and Administration fee of \$35,550.00 annually.**
 - **Guaranteed results** for each year of the contract with a minimum of break-even.

Taher, Inc. is relentless in its pursuit of delivering an elevated dining experience. We will rest at nothing to ensure that the School District of New Glarus is satisfied with our proposed solution!

From all of us in the Taher family, thank you for your consideration.

From Our Table to Yours,

Bruce Taher
CEO & President
Taher, Inc.
5570 Smetana Drive
Minnetonka MN 55343





Amendments and Modifications

Taher, Inc. confirms receipt of all amendments or modifications to the RFP, as well as accepting all terms and conditions outlined in the RFP and/or amendments.

Disclosure Statement

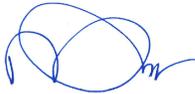
Taher, Inc. has prepared this proposal for the sole purpose of providing our proprietary and confidential plan of operation for the Food Service Program. Our proposal and plan are intended for use exclusively by the administration and the school board for evaluating and comparing our proposal to others submitted to operate your Food Service Program.

Any reprint of disclosure, in full or in part, with any member of the general public, the news media, or any other group who may remotely or be considered a competitor may undermine our intended good faith.

We respectfully ask that you remain sensitive and understand that our Proposal and all materials contained within are considered Proprietary and Confidential and are to be kept confidential and not disclosed unless prohibited by state regulations.

Firm Offer

By submitting a response to this RFP, and if such a response is not withdrawn before the time for opening proposals, the offeror understands and agrees that it is making a firm offer to enter into a contract, which may be accepted by SFA and which will result in a binding contract. Such a proposal is irrevocable for ninety (90) days after the time for opening proposals has passed.

FSMC must initial & date here to show agreement:  _____ January 29, 2024





Here to Serve as Partners in Education

OUR GOAL IS SIMPLE:

To deliver delicious, healthy food to students, staff, parents, and the community at large in a caring and customer-friendly environment.

We do this with:

- ✎ With 43 years of experience providing specialized professional food service management
- ✎ 350+ clients across public and private schools, technical and community colleges and universities, businesses and institutions, nursing homes and outdoor education service centers
- ✎ 3,200 employees across 24 states.

SOURCE LOCAL, LEARN LOCAL

We partner with schools and districts to promote healthy eating by involving students and teachers in the learning process. We believe in bringing schools and farms together as often as possible to deliver fresh, healthy, locally grown food to our customers.

WE LOVE FOOD, AND WE LOVE PEOPLE WHO LOVE FOOD

Our customers welcome freshly prepared meals crafted by a host of qualified chefs, bakers, and friendly associates.

What has made Taher, Inc. successful is our ability to customize services to meet the needs of our stakeholders. We provide substantial resources in personnel management as well as training across the board to deliver the very best services while operating within desired budgetary parameters.

What truly sets Taher, Inc. apart in the food service industry is our commitment to the well-being of your students and staff by utilizing the unique initiatives within our special programs such as Food4Life®, Farm to School, Chef Council, Taher University, and Harvest of the Month, to name a few.





Taher's World Traveling Chef Council

ONE OF A KIND IN THE INDUSTRY

Bringing our passion for food out of the kitchen and into the real world.

Our Taher Chef Council isn't just made up of chefs who love to cook. It's made up of people who thrive on innovation, people who care about quality, and people who have a hunger for food education.

From upgrading existing recipes to dreaming up and developing new ones for our food court systems, everything our Chef Council does is done with precision and professionalism.

Through on-going training and interaction with all divisions of our company, these chefs are a key ingredient in the development of our nutrition curriculum and menu concepts.

But making fresh, delicious food is only half of what the Chef Council brings to the table. Our chefs are also educators in their own right, teaching people how to incorporate delicious and nutritious meals into their everyday lives by using cultures from around the world as inspiration. We invite schools, students, and staff members to learn from our chefs through the following initiatives:



- ☞ Globally-inspired cooking and nutrition classes
- ☞ Shadow-a-Chef Day
- ☞ In-classroom cooking presentations with our Corporate Chef team

The world is full of delicacies, curiosities, and new food to devour, and the Taher Chef Council is here to bring cutting-edge menu items to everyone's plate.

The Chef Council has been traveling around the world as a group for over 15 years, everywhere from Indonesia to Morocco, Korea and Peru. They feature these flavors of the world when they visit schools.

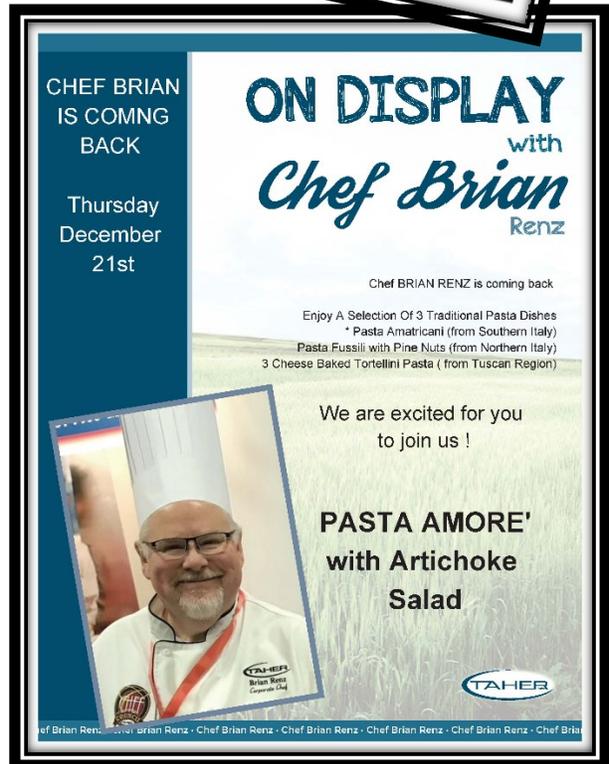
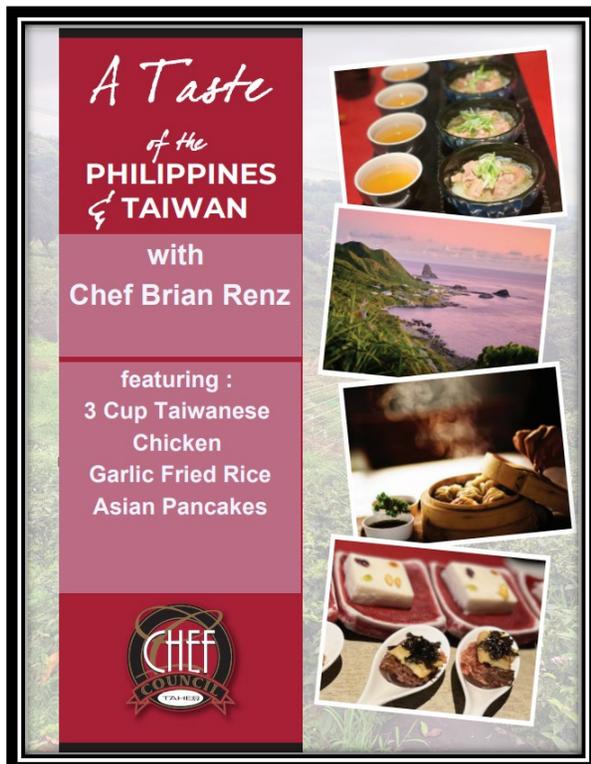




Taher's World Traveling Chef Council

INTERNATIONALLY BASED RECIPES DEVELOPED BY THE CHEF COUNCIL INCLUDE:

- ☞ Spanish-style Frittata
- ☞ Korean Beef Bulgogi
- ☞ Lebanese Chicken Shawarma
- ☞ Thai Noodle Bowls
- ☞ Cajun Jambalaya
- ☞ Indian Roti Wraps
- ☞ Hanoi Bun Cha Noodle Bowls
- ☞ Caribbean Tilapia Fish Tacos
- ☞ Sweet Italian Sausage Calzini
- ☞ Spanish Chicken, Sausage & Shrimp Paella
- ☞ Japanese Okonimiyaki & Yakisoba
- ☞ Cubano Sandwiches
- ☞ Filipino Spaghetti
- ☞ 3 Cup Taiwanese Chicken





Innovating Starts Outside of the Kitchen

Our Chef Council, LTO (Limited Time Offering) Harvest of the Month program, Food Journey, Food4Life® beliefs, and “Kids in the Kitchen” classes, as well as others, are what truly sets Taher, Inc. apart.

Central to these programs and our proposal is a chef-driven approach, bringing a rich tapestry of global and local flavors to your students. Taher’s dedication to culinary artistry, combined with an unwavering commitment to fresh, quality ingredients, ensures each meal is a food lover’s delight. We are a company of food lovers from top to bottom. We take the ordinary and make it extraordinary showing our customers the “sizzle”.



CHEF COUNCIL

Our Chef Council brings innovation to the entire company by utilizing and sharing their knowledge gained through extensive world travel. Our team relishes chasing ancient cultures in pursuit of the foods and ingredients that have kept us alive for thousands of years. They visit new countries and regions to get hands-on experience in the markets and local food-scenes the world-over. Our Chef Council has traveled as a group around the world from many cities in the US to:



Europe: Italy, France, Turkey, Israel, Sicily, Spain, Portugal, Greece, Germany, Egypt, Czech Republic, and Tunisia.

Asia: Thailand, India, Japan, South Korea, Vietnam, Singapore, Indonesia, Taiwan, and the Philippines.

Others: Brazil, Peru, Egypt, Morocco, and Mexico.

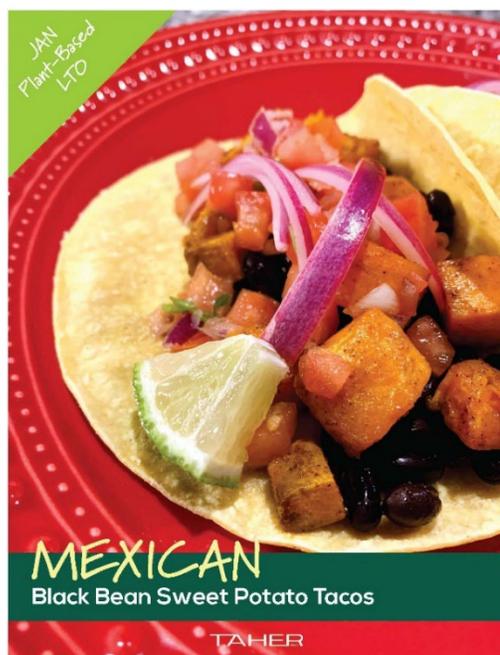
Our chefs bring these flavors of the world directly to the students through our very popular classroom education. LTO menu items (Limited Time Offering) and “*Chef On Display*” presentations at lunchtime.





LIMITED TIME OFFERING:

Introduces culinary artistry promoting new flavors, textures, and combinations that will expand student food experiences. Each is offered 2 times during the month. In addition, a plant-based option is on the menu each month encouraging students to try these exciting dishes beyond meat. Recipes are developed by members of the Chef Council based on their ethnic experiences utilizing and sharing their knowledge gained through extensive world travel.





HARVEST OF THE MONTH

Our Harvest of the Month program is one-of-a-kind! We love to teach students about healthy foods they may not be familiar with! Our Harvest of the Month program operates in each, and every unit throughout all areas of the company. Each month, one fruit, one vegetable, and either an herb, spice, or legume are featured on menus and on the Fruit & Vegetable Bar. Our customers are provided with free samples, nutritional facts, and cultural and historical data regarding the hero fruit, vegetable, or herb/legume. We love to feature local produce from nearby towns whenever possible.

In addition, the Heathy to a "T" newsletter features one of the items of the month providing the fact sheet and a recipe using the item. This recipe is always family-size to further promote cooking from scratch at home. Each month there is also an educational article featuring a health tip for the month or a point of interest around the featured item.

Harvest of the Month
Cosecha del Mes

2023 2024

MONTH / MES	FRUIT / FRUTA	VEGETABLE / VEGETAL	FRESH HERO / HERBA FRESCA
August / agosto	Plum / ciruela	Sweet Pepper / pimiento dulce	Basil / albahaca
September / septiembre	Pear / pera	Eggplant / berenjena	Mint / menta
October / octubre	Apple / manzana	Pumpkin / calabaza	Leeks / puerros
November / noviembre	Persimmon / caqui	Parsnip / zanahoria	Rosemary / romero
December / diciembre	Cranberry / arándano	Brussels Sprout / col de bréxolas	Thyme / tomillo
January / enero	Grapefruit / pomelo	Kale / col rizada	Sage / salvia
February / febrero	Kiwi / kiwi	Beet / remolacha	Oregano / orégano

TAHER
HEALTHY to a "T" SEPTEMBER

Harvest of the Month
Local Apple

Fun Facts:
There are 3,000 varieties of apples in the U.S. and over 100 varieties of apples are grown in Washington. The apple is the only apple sold in both hemispheres.
Apples were the first fruit to be grown in space.
The first apple orchard was planted in 1790 in the state of New York.
The word "apple" comes from the Old English word "æppel".
Apples are a good source of fiber and antioxidants.
Apples are a good source of vitamins A and C.
Apples are a good source of potassium.

Your Food Journey... what was, what is and what will be
Each person's food journey is going to be a little bit different—some will be anything from an early age, while others will be hesitant at the very beginning.
You can influence the way your family approaches meals and, in turn, your Food Journey. At Taher, we continually create creative ways to encourage new tastes and habits that will introduce people to new nutritional opportunities.
For our customers, the Taher Menu focuses on diversity, sustainability, adventurous palates, love of culinary self-expression, and a desire for functional food.
The Food Journey campaign can go in many directions and be relevant to everyone, or some level. This campaign, Your Food Journey, will use what is and what will be, to align with the very individuals' food about the climate and how the food they are eating is produced and harvested. The forward-thinking campaign will be on display in your local Taher Café throughout the year, so keep an eye out!

Julianne Corderman, RDH, LD, Corporate Dietitian, Taher, Inc.

HARVEST OF THE MONTH RECIPE—SEPTEMBER
Apple Cheddar and Bacon Quessadillas Yield: 1 serving

Ingredients:
2 0' flour tortillas
1/2 shredded cheddar cheese
1/2 medium apple, thinly sliced
2 strips bacon, chopped, cooked, drained, salt, to taste
pepper, to taste

Instructions:
1. Heat a large sauté pan over medium heat. Sauté apple with olive oil.
2. Create your tortilla: start with 1 flour tortilla, add cheddar cheese, apple slices and bacon. Top with salt and pepper to taste. Add one more tortilla on top.
3. Heat for 3-4 minutes a side, flipping once, until tortilla are golden brown and cheese has melted completely.
4. Move to a cutting board, allow to cool for a minute, then cut into triangles.

Nutrition Information: 1 serving: 180 calories, 30g total fat, 27g saturated fat, 100mg cholesterol, 25g protein, 45g carbs, 1150mg sodium, 4g dietary fiber

Enjoy!

YOUR FOOD JOURNEY: REAL, RECOGNIZABLE, & REGIONAL

You have an influence on the way your students approach school meals and, in turn, their food journey. We run this yearlong campaign throughout all our K-12 locations. Our theme and the avenues of exploration have been carefully selected to reflect the ever-changing interests of the students we serve, and to highlight the benefits of school meals, aiming to increase participation. Our roadmap provides a framework for school staff to create an innovative campaign and engage students with entertaining archives.

The focus of our food journey during the 2023/2024 school year is on **REAL** (free of process), **RECOGNIZABLE** (free formed food in its natural state), & **REGIONAL** (local fare with local influences) foods. The program seeks to make a memorable impression on students with the theme selected each month. Communication is sent with instructions and ideas on how to best promote each theme.



**FOOD4LIFE®**

Taher, Inc. recognizes that we must help guide healthy decisions by educating our customers about the importance of living a healthy lifestyle and the power of healthy eating habits. We will continue to lead the way in wellness and nutrition in your District by instilling our Food4Life® mission and beliefs for all our partners.

Food4Life® wellness initiatives:

- ☞ Offer items made-from-scratch
- ☞ Promote locally-grown fruit and produce
- ☞ Offer fresh grab-n-go selections incorporating natural products with no artificial ingredients or preservatives.
- ☞ Publish 'Healthy to a T' newsletters incorporating tips on healthy lifestyles.
- ☞ Incorporate beverages and snacks naturally sweetened, trans-fat-free
- ☞ Exclude trans-fat in all we serve and utilize healthy oils.

From the Kitchen to the Classroom (and Back Again)

Taher, Inc. Is happy to discuss other services or other features to meet your needs. We can work closely with you to provide educational opportunities for the students, staff, and parents. Our chefs, when possible, will provide educational opportunities ranging from Thai cooking classes and sushi rolling, to classes based on nutrition, such as “Staying Out of the Junk Food Jungle.” It’s a great way for students to interact directly with the chef!

For the older students, high school administration and faculty often ask our chefs to prepare, present and serve food pertaining to certain countries, regions, or cultures in the classroom to enhance students’ involvement with the existing curriculum. We often partner with health classes in first teaching students why they need to eat foods that replicate the “colors of the rainbow,” and then we finish by letting them prepare our Korean taco recipe.





OUR “KIDS IN THE KITCHEN” PROGRAM



For students at the Elementary School-level, Kids in the Kitchen classes are held after school. Class size is dependent on the number of teachers available because, in some of our schools, the administrators love to come in and participate right along with us. Students are taught proper hand-washing techniques during food production and how to read recipes and measure properly.

The recipes selected are simple and affordable to prepare at home, allowing children interested in preparing meals from scratch at an early age to participate, and to help develop good, healthy eating habits.





Experience Outside of the Classroom

Although a major portion of our business continues to be managing public and private schools, Taher, Inc. also provides quality food service management to clients across multiple industries, including Business Dining and vending, Campus Dining, and Senior Dining. Some of these clients include:



CAMPUS DINING:

1. Dunwoody College of Technology, MN
2. Merced College, CA

SENIOR DINING:

1. Ozaukee County Aging and Disability Resource Center, WI
2. Waukesha County Elderly Nutrition Program, WI
3. Washington County Elderly Nutrition Program, WI
4. Stanislaus County Elderly Nutrition Program, CA



BUSINESS DINING & VENDING:

1. Environmental Protection Agency (EPA), NC
2. University of Minnesota - Twin Cities, MN
3. U.S. Department of Energy - Multiple Sites
4. Resideo/Honeywell - Golden Valley, MN
5. Holiday Station stores, Midwest
6. Minnesota State Capitol – Multiple sites, St. Paul, MN
7. Aveda HQ (Estée Lauder), MN
8. Dirksen Federal Courthouse, IL
9. Whipple Federal Building - St. Paul, MN
10. Departments of Justice and Labor – Washington D.C.





INVOLVEMENT AND CUSTOMER SATISFACTION

Customer service is paramount for a successful food service program and partnership. Therefore, our on-site manager will be the direct link to our customers, students, faculty, staff, and throughout your community. Proper training and accountability ensure that all the needs of our customers are met on a day-to-day basis.

Our commitment to customer service provides you with a food service program you will be proud of and deserve.





Executive Summary

TAHER INC.



Executive Summary

For over 43 years, Taher, Inc., a privately owned company, has been providing school districts with local, sustainable, and boundary-pushing recipes and chefs that keep your students happy, healthy, and enthused to learn. This is ingrained in our company through a deep love for how food transforms communities. New foods teach us about faraway lands and cultures. Cooking gives us a chance to share, to provide, to explore something new. Most importantly, eating with friends, family, and guests provides an opportunity to bring people together.



Our Philosophy is Based on Commitment

- **Commitment to You:**
Our culture is focused on making a difference for our partners
- **Commitment to Quality:**
We believe that quality should never be compromised
- **Commitment to Service:**
We implement programs that are designed for satisfaction
- **Commitment to Health & Nutrition:** We know it is our responsibility to educate





COST PROPOSAL

When building your district’s budget, there are many factors to consider when building your food service program; food quality, menu variety, student satisfaction, on-site support, employee transition, and program financial performance. However,

the two main considerations that impact your monthly-fee are food and labor. Traditionally, these two-components make up 80% of the budget. Therefore, Taher is committed to developing a program that ensures food quality, and that does not drastically cut employee labor hours just to win the partnership by being the low-bidder.



MORE FOOD ON THE PLATE

With Taher, we have structured our proposal to ensure that we can deliver a nutritious, made-from-scratch meal program that with Taher, we have structured our proposal to ensure that we can deliver a nutritious, made-from-scratch meal program that your students will enjoy. By focusing on high-quality, fresh, and local ingredients, we will drive program participation, which results in improved financial performance. In addition, by

introducing innovative culinary programs such as our Chef Council, Chef on Display, and Build Your Own Bars, we can continue to improve the guest experience and push program financials.

- Improved Food Quality
- Increased Menu Variety
- Introduction of fresh and local produce
- Unlimited FFVP Bars at all campuses
- Innovative Culinary Programs.

PROPER STAFFING

Taher will continue with the right talent for your food service program. Additionally, we consider your hourly staff to be an essential part of the team and Taher family. We recruit and offer our management staff competitive pay and benefits to ensure your hourly staff have access to qualified food service professionals. Our program structure allows us to deliver better customer service for students and staff by recruiting highly qualified individuals for your district.

- Proper Staffing Levels
- Competitive Pay and Benefits
- On-site Training and Support
- Advancement Opportunities
- Fewer Employee Outages





Service

- Privately-owned company for customized programs and personalized service
- Tenured and dedicated management team
- Relentless pursuit of delivering an elevated dining experience

Quality

- Meals are freshly prepared, from scratch
- Menus introduce International cuisines that promote participation
- Locally sourced, sustainable ingredients that are minimally processed

Health and Nutrition

- Promote, encourage and educate on the benefits of healthy living
- Offer fresh, natural products that do not contain artificial ingredients or preservatives
- Removal of trans-fats, dyes, and unnecessary additives

Guarantees

- Superior food and nutrition
- Training, development and empowerment of employees
- Financially guaranteed performance.





OUR COMMITMENT:

Taher, Inc. has a successful history building customized solutions to meet the needs of our partners. Therefore, we are excited to be a part of the SCHOOL DISTRICT OF NEW GLARUS’S food service journey!

FINANCIAL SOLUTION:

Based on the details in the RFP and assumptions of our budget. Taher, Inc. guarantees that School District of New Glarus’s Food Service Program at a minimum will guarantee a break-even program for the 2024-2025 school year.

Projected Return of \$3,282.43 for the 2024-2025 school year.

**GENERAL & ADMINISTRATIVE FEE:
Annual amount of \$35,550.00**

**MANAGEMENT FEE:
\$0.045 per meal/meal equivalent.**

EQUIVALENCY RATE:

Use \$4.6730 on a la carte, catering and non-reimbursable meal sales.

MANAGEMENT TEAM INCLUDED IN OUR PROPOSAL:

Dedicated On-Site Leadership:

- ☞ Shared Food Service Director
Rebecca Derke

Operations Team:

- ☞ VP of Operations - James Madden
- ☞ District Manager – Lisa Corrao
- ☞ Food Service Specialist - Patty Yanasak
- ☞ Director of Human Capital – Paul David Stanko
- ☞ Regional Chef Support – Amanda Barnes
- ☞ Corporate Chef and Culinary Director
Chef Brian Renz
- ☞ Corporate Dietitian Support
- ☞ Corporate Chef Support
- ☞ Bruce Taher, CEO & President

Taher acknowledges and will honor all requirements outlined in the RFP and Addenda.





Our Sizzle for You

SIZZLE INCLUDED IN OUR SOLUTION

- ☞ Upgraded Menus: Mixture of whole muscle chicken, beef, and high quality and local fresh fruits and vegetables.
- ☞ 75% of our meals are made from scratch.
- ☞ Competitive pay rates for hourly staff.
- ☞ Cafeteria Employee Appreciation to celebrate a successful opening.
- ☞ Monthly Student Advisory Board.
- ☞ Meetings to review results captured with the Food4Life® application.
- ☞ Present at the Parent Open Houses.
- ☞ Taher Chef visits to conduct On-Display presentations and classroom taste tests.
- ☞ Provide Athletic Program catering.
- ☞ Holiday celebrations in December.
- ☞ End-of-year Student Celebration featuring students' favorite meal!





Program Enhancement

HYDROPONIC FARMING INITIATIVE

Taher, Inc. is excited to lead the charge to a sustainable learning experience. These hydroponic units are portable and can be easily transferred to any other location, that is, a temp-controlled room with access to water and electricity. The hydroponic garden unit has a 4' x 3' footprint and grows up to 288 plants per growing cycle. Approximately 25-30 pounds of lettuce can be harvested each month from one unit, and can be utilized to serve students local, sustainably grown greens.

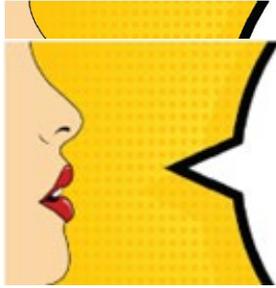
Upon completion of the High School construction, we are excited to promote locally grown fresh produce throughout the winter months with our Hydroponic Garden. This allows your students to enjoy farm-to-school fresh produce all year long while learning the science behind hydroponic farming.



VERTICAL INTEGRATION

Taher, Inc. partners with Fork Farms in our sustainability efforts. We work with many of our school clients in implementing modular, vertical indoor hydroponic farming systems that grow fresh food, fast. It gives us a chance to promote locally grown fresh vegetables throughout the winter months, allowing our Farm to School programs to continue year-round.





Program Enhancement

FARM TO SCHOOL PROGRAM

We are extremely proud of the relationships we have built with farms across the country in our quest to connect school cafeterias with local farms. We have had immense success and wonderful feedback from our customers and even their surrounding communities because we support their local economies. A benefit of the program with our farm partnerships is we are able to have them come into the cafeteria and present hands-on activities for your students.



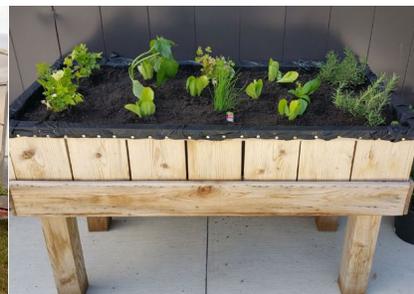
Our Food Service at the School District of New Glarus utilizes apples from local orchards for the Great Apple Crunch promotion as well as a daily fruit offering when they are in season. Produce from Catalano's Produce Company is also local and purchased from Wisconsin farmers. In addition, Winterfell Acres is an integral part of our program for fresh produce including lettuce, kale, tomatoes and assorted greens.

SCHOOL GARDENS PROGRAM

As a first step in promoting a school garden, Taher, Inc. uses window boxes or raised beds for planting herbs and vegetables in many of our schools. The produce grown right at school is picked to be used in the school lunch program.



Signage lets students know where it grew. Products grown will be highlighted to promote fresh, locally grown ingredients picked "right at school." Creating partnerships and supporting local farmers and vendors is something that remains at the top





Program Enhancement

COMMUNITY EXCITEMENT

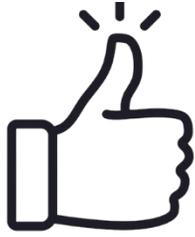
Since our inception, Taher has fostered a spirit of giving back to the greater school community and we will continue to foster the spirit of giving back. Community BBQ's, Back-to-School and End of Year Picnics are popular events in our schools. We believe that food provides a perfect opportunity for friends, family, and the community to come together. We also promote and support local businesses and collaborate with community partners when we can.

Your school community will LOVE when our executive chefs face off against each other or with members of your Administration in **bi-annual Administration vs. Chef Competitions!** We welcome having your Communication Department film the competition upon district approval.

High School students can get in on the action with **quarterly "Chopped" style student cooking competitions.** We will solicit students who are interested in the Culinary Arts as competitors for the competition, create the environment within the kitchen to compete, and work with the schools/administrators to select judges for the competition. Chef Amanda with support from Corporate Chef Brian Renz will also continue to foster student interest in the Culinary Arts among your students. We

love our partnerships and involvement with the administration to promote our program.





EXPERIENCE & REFERENCES

Our 43 years of experience have given us access to a roster of highly professional and trained food service experts. Our network is both extensive and selective. We only work with the best and promote those who we feel fully understand our values and company culture. In addition to our years of experience, Taher, Inc. is privately- owned and operated; therefore, we have the freedom and flexibility to provide our customers with solutions that are designed to gain student and community buy-in and promote participation while meeting financial objectives. Ultimately, Taher, Inc. is relentless in the pursuit of delivering an elevated dining experience for our partners.



SERVICE CAPABILITY

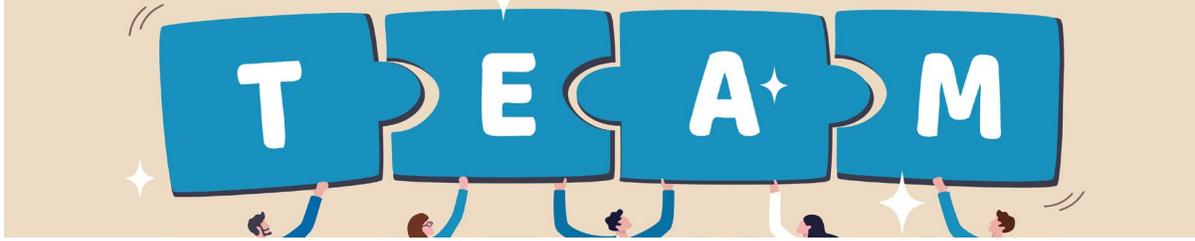
With our extensive experience in operating schools, we have found that providing the best on-site support ensures that we can deliver our innovative programs for an improved guest experience.

Taher, Inc. has a unique approach to district transitions. Understanding your community’s culture is important when selecting and placing your Food Service Director (FSD). As your dedicated, shared Food Service Director Rebecca Derke will serve as a public relations spokesperson for the nutrition program. Our philosophy is to hire a food service expert who has a passion for food and will fit into your community. Rebecca is qualified to lead the program and brings strong culinary artistry, experience, and passion to your food service program making it one of the best.

DIRECTOR OF HUMAN CAPITAL

Taher’s Director of Human Capital Paul David Stanko in collaboration with our local leadership team will direct and manage an effective personnel management strategy. To maximize your program efficiency, he will look for ways to streamline training, assess talent, evaluate overall program operations, job functions, and assignment of responsibilities to maximize program growth and efficiency. He also helps plan employee food service training via on-site instruction, virtual training and company seminars. Additionally, Paul David will work in collaboration with Rebecca to implement an incentive plan that ensures high job performance, proper staffing levels and fewer employee outages.





Although our organization represents a large structure, in addition to the Director of Human Capital, our VP of Operations, District Manager, Regional Chef, and Corporate Director of Culinary Programs are directly linked to the successful execution of this contract.



VP of Operations, Jim Madden: As the VP of Operations, Jim oversees K12 school accounts, ensuring contract obligations are met and directly contributing to the contract's success. Your operations team will work in tandem with Taher's food service professionals to achieve the desired results and meet your needs.



District Manager, Lisa Corrao: As District Manager, Lisa oversees the contract and is the key contact for meeting its requirements, playing a crucial role in its successful execution. She will meet with the District Administration to give financial updates, participation numbers, and program goals and updates.



Regional Chef, Amanda Barnes: As a key member of the Wisconsin culinary team, Amanda will provide support to Executive Chef Benny and Chef Luke when needed.



Corporate Culinary Director of Programs, Chef Brian Renz: Develops menus and recipes for the K12 Division that will maintain our corporate standards for made-from-scratch using fresh ingredients. He spearheads our Limited Offerings promotions.

This team leverages our broad organizational resources to offer focused, integrated service, ensuring the contract's successful completion.





ON-SITE LEADERSHIP

Taher, Inc. will continue with **Rebecca Derke as our shared Food Service Director**. She will oversee and manage the day-to-day operations and is responsible for delivering our expanded and cutting-edge nutrition program for the benefit of your students, staff, administration, and community.

Our commitment is to deliver upgraded services that meet and exceed the Taher Standard of Excellence. In her position as Food Service Director, Rebecca will serve as public relations spokespersons for Taher, Inc., and will remain employees of Taher, Inc.

Taher spends a significant number of hours providing the necessary support and resources for your on-site management team. As a result of our dedication to our employees, Taher has one of the highest employee retention rates within the food service community. Our tenured management team averages 20+ years as valued employees. We take great pride in developing and encouraging our greatest asset... our employees.

CORPORATE CHEF VISITS

Taher, Inc. will continue to provide corporate chef visits to deliver leadership and training for food production staff to introduce a higher-quality dining experience for your district. Your district will benefit from allocated culinary time to work with cafeteria staff on creating made-from-scratch, freshly prepared entrées in a kitchen training session. Our chefs focus on menu variety, recipe execution, line presentation, and customer service.





MENU & FOOD

MENU PLANNING



We design district-specific menus that are student-approved using a 6-week seasonal menu. Our menus are developed by a committee of food service experts, registered dietitians, and chefs using customer feedback and program acceptability. Our seasonal menus are created to highlight recipes that complement fall, winter, and spring.

MENUS THAT GO BEYOND

Bruce Taher wanted to go-beyond the typical school lunch menu. Therefore, 22 years ago, Bruce founded a Research and Development team known as the Chef Council. Bruce leads a group of highly-skilled Chefs and their mission is to discover, learn, hear, smell, and taste a myriad of foreign foods from all around the world. The Chef Council visits food stands, street vendors, and restaurants to discover foods that do not contain preservatives, food coloring, trans fats, and that focus on fresh herbs, spices and fresh ingredients.



Bruce and his Chef Council have visited countries such as India, North Vietnam, Japan, Mexico, Peru, Thailand, Tunisia, Morocco, Egypt, Turkey, Germany, Italy, France, Spain, and more.

These visits have proven invaluable as we are able to transfer these experiences by serving your students the same cuisines our Chef Council has vetted. Your students will enjoy these new and exciting, healthy foods that are deeply rooted in culture, while helping them learn about food origins and culture.





Our international menus are extremely successful with increasing meal participation. However, we know students want the meal-time standards; pizza, chicken nuggets, spaghetti, hamburgers, etc. Our goal is to ensure that every student has the same selections and a traditional or international meal they choose!



FOOD4LIFE®

In recent years, nutrition awareness has increased throughout our homes, schools, and communities.

Taher recognizes that we must partner with these life-saving initiatives by educating our customers about the importance of living a healthy lifestyle and the power of food and healthy eating habits. Taher will continue to lead the way in wellness and nutrition by instilling our Food4Life® mission and beliefs for all our partners.

FOOD 4 LIFE
TAHER

A STAGES OF LIFE
Children & Teens / Schools
Young Adults / Colleges
Adults / Business & Industry
Seniors / Senior Dining.

A FOOD GROUPS
Grains
Proteins
Vegetables
Fruits

BELIEF STATEMENT
Taher, Inc. recognizes foods and eating habits have changed. We are concerned about the impact to our customers and the future health of our children.
As mindful stewards, we are committed to the health, wellness, and responsible eating habits of our customers 4 life.
With the leadership of our Nutrition & Wellness Department, along with our Chef Council, we incorporate products and recipes that use fresh, high quality wholesome foods.

AS PART OF OUR FOOD4LIFE® INITIATIVE
WE WILL:
Offer items made -from-scratch
Offer fresh Grab-n-Go selections incorporating natural products with no artificial ingredients or preservatives.
Incorporate naturally sweetened beverages and trans fat-free snacks.
Promote locally grown fruit and produce.

AND...
Publish Food4Life® flyers incorporating tips on healthy lifestyles.
Exclude trans fat in all we serve, and utilize healthy oils.





MENU & FOOD

CAFÉ FOOD COURT CONCEPTS

Taher, Inc., a chef-forward company, is on the cutting edge of culinary trends, and we'd love the opportunity to share our programs with your district. We will offer your students a variety of delicious and satisfying menus that are designed to encourage taking a complete meal to maximize program reimbursements.

Taher, Inc. will offer students multiple choices each day. Offerings at each school will be similar but will be expanded to the Middle School level. Students and staff will have a variety of menu variety for lunch, a la carte, adult meals, catering, and if you can imagine it, we can do it! Choices at the High School will be offered and developed to be purchased as a meal or ala carte depending on student preference. In addition, there will be availability for a lunch choice for students approved for free or reduced-price meals.

- ☞ Chef-On-Display Station – featuring 'Build Your Own' creations.
- ☞ Classic Café Hot Entrée choices
- ☞ Freshly baked dinner and sub rolls
- ☞ Hot Sandwich & Wrap selection
- ☞ A variety of Entrée Salads
- ☞ Freshly prepared Soups
- ☞ Varieties of Taher's Signature Homemade Pizza
- ☞ Mexican Grill selections
- ☞ Our full line of grab-n-go a-la-carte items
- ☞ Hydration Station offers fresh fruit and vegetable-infused flavored waters.

All students will have access to our Fresh Fruit and Vegetable Bar (FFVB). Our FFVB is one of the most essential nutrition initiatives available to your students. Fresh fruits such as apples, oranges, grapes, and a selection of canned fruits such as peaches, pineapple, mandarin oranges, and more.

Our vegetable selection offers students fresh salad mix, celery, baby carrots, and fresh broccoli. In addition to these options, Taher will work with local farmers to introduce in-season produce such as but not limited to cantaloupe, watermelon, and pears.



GLUTEN FREE, SPECIAL DIETS & ALLERGIES

A selection of gluten-free, vegan, vegetarian, and dietary-sensitive menu options such as but not limited to gluten-free foods, allergies to peanuts, tree nuts, and other common allergens, and carbohydrate counts for diabetic students are served daily. Our corporate dietitian works very closely with your school nurse to make sure all students' needs are met for any restrictions they may have. Carbohydrate counts are available on the district's food service website to aid diabetic students.



PROMOTIONS!

SCHOOL PROMOTIONS

Monthly promotions are an excellent way to generate excitement throughout the district and community. Each month, you will receive pre-printed flyers coordinating recipes that feature a menu item that is designed to create excitement and increase program participation. We will provide all the essential steps and facts on how to promote our monthly promotion, including décor ideas, coordination of music, menus, and giveaways!

Here are just a few examples of our monthly campaigns:

- ☞ Limited Time Offerings (LTOs) promote the cafeteria as the “place to be” and help keep students interested in the lunch program to increase participation.



- ☞ Elementary Theme Days



- ☞ Featured fruit, vegetable and herb or grain of the month with educational fact sheets and recipes to promote each featured item.





PROMOTIONS!

Build Your Own Bars allow older students to customize their entrée and “Build Their Own” lunch as they like it. This is a favorite and increases participation! Selecting toppings/ingredients for the Top Your Own Burger, Raman or Thai Noodle Bowls, Pasta Bar, and Shaker Salad top the list.



Include “tailgate parties,” BBQs, outdoor picnics for lunch, and more!





PROMOTIONS!

CHEF ON DISPLAY

Our chefs are experts at designing and executing all types of cuisines from every culture! In real-time, your on-site chef or visiting regional or corporate chef will freshly prepare a meal at the request of our most important customer... your students. The menu will reflect a multitude of delicious selections from our "Chef Council Trips" that span so many cultures around the globe. Our chefs will take your students on a culinary excursion. Students will get to sample and enjoy international cuisines from (but not limited to) Japan, Morocco, Turkey, Eastern-India, Thailand, Mexico, Southeastern Asia, Peru, and all-central European countries.





PROMOTIONS!

CHEF EDUCATION CLASSES



Chef Benny and Chef Luke go beyond the cafeteria. They develop a culinary instructional plan for students, staff, and parents throughout your district. Our chefs offer many classroom education programs ranging from Thai cooking classes to Sushi Rolling 101 in addition to nutrition education courses such as What is a Healthy Snack. These education plans are an excellent way for students to interact directly with the chefs, outside of the cafeteria.

Food safety, menu development, prioritizing tasks and problem-solving under pressure. These are just a handful of skills students will learn in our Culinary Arts program. Our Culinary Arts program is for students who are looking to pursue a culinary arts career. Our team of chefs will help you initiate our signature culinary program or will partner with and enhance your current arts culinary arts program. Our chefs will mentor your students by helping them hone their skills and techniques in preparation for their culinary features.





PERSONNEL & TRAINING



Taher, Inc.'s continuing success is built upon a foundation of highly skilled, knowledgeable, and happy employees. We focus on supporting our employees by maintaining close working relationships with all our personnel to ensure our clients receive the best services and business practices.

We consider your staff to be an essential part of our team, and we take pride in maintaining high employee morale; we will treat them right, support them, and ensure they like their work environment. Our supervisory personnel will spend numerous hours training, educating, assisting, and supporting your resident team using the following training programs:

- ☞ Monthly Employee In-Service Training
- ☞ Monthly Safety Training
- ☞ Quarterly Regional Training
- ☞ Daily Pre-Service Meetings
- ☞ Food Service Director Peer Review Program
- ☞ Chef's Culinary Forum – chef training held in Minneapolis.
- ☞ Taher University – internal training program for unit staff desiring more professional culinary training.





INNOVATION

Taher, Inc. will maximize performance while keeping your program fresh, fun and exciting for students and staff. We are delighted to share with you our:

- ☞ **CHEF COUNCIL**
- ☞ **LIMITED TIME OFFERING**
- ☞ **HARVEST OF THE MONTH**
- ☞ **FOOD JOURNEY**
- ☞ **FARM TO SCHOOL/SCHOOL GARDEN**
- ☞ **FOOD4LIFE®**
- ☞ **KIDS IN THE KITCHEN**
- ☞ **HYDROPONIC FARMING INITIATIVE**, and more with you!



We feel these innovative programs are just some of the ways Taher separates ourselves from other Food Service Management Companies. We want to be more than a vendor. We want to be your nutrition partner, supporting your entire community in all things food!

INVOLVEMENT & CUSTOMER SATISFACTION

Customer service is paramount for a successful food service program and partnership. Therefore, our on-site director will be the direct link to our customers, students, faculty, staff, and throughout your community. Proper training and accountability ensure that all the needs of our customers are met on a day-to-day basis.

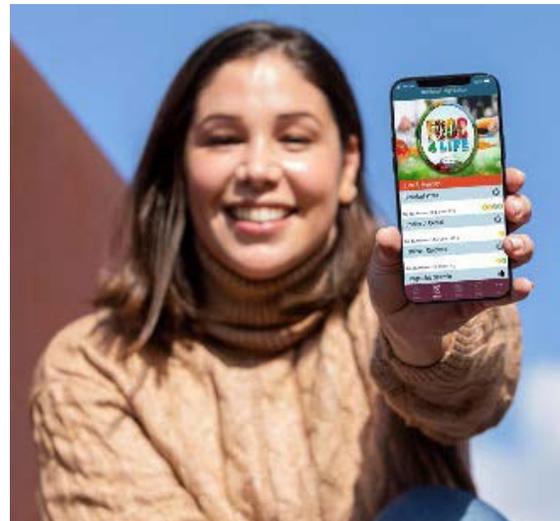
Our commitment to customer service provides you with a food service program you will be proud of and deserve. Taher will execute the following customer service initiatives:

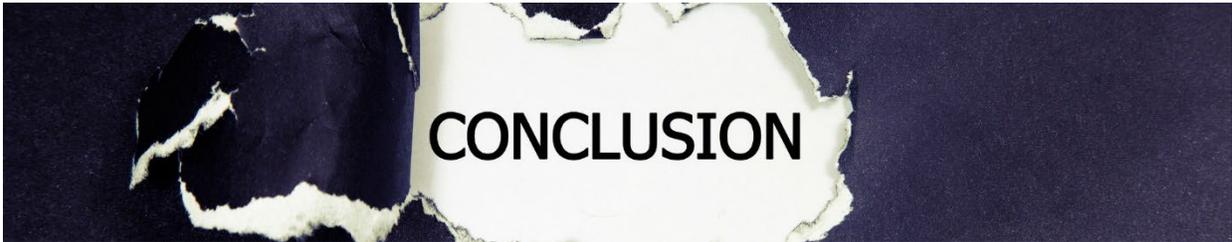
- ☞ Assume a leadership role in serving students and maintaining a one-on-one dialogue between students and staff.
- ☞ Introduction of a food service display at open houses, board meetings, and meetings with various school faculty to solicit feedback. Additionally, we work closely with student councils and student representative groups. Taher, Inc. strongly believes in acquiring feedback from students.
- ☞ Conduct student/community surveys using the latest technology. The survey results will be shared with district administration, and program changes will be made based on the results.





- ☞ Interface with parent-teacher groups, staff, and faculty, and establish a student food-tasting committee to promote nutrition and culinary excellence and provide answers to parent questions as a direct connection to the food service program.
- ☞ Use our newsletters and electronic messaging, including our food service website, chef blogs and Food4Life® mobile app.





CONCLUSION

Taher, Inc. is a family-owned U.S. based company. As our district partner, we will be relentless in our pursuit of delivering the best district-specific food service program for your students and staff. We will rest at nothing to ensure that School District of New Glarus is satisfied.

- ☞ Your on-site management team is only as good as the support they receive. Therefore, we will provide the best on-site support so that employees are not left on an island but developed and empowered to take your program to the next level.
- ☞ We will work side-by-side with cafeteria staff to train, encourage, and empower them to deliver our upgraded scratch cooking program.
- ☞ Scheduled meetings with our Director, Rebecca Derke and quarterly reviews by Lisa Corrao, Taher District Manager with district administration will allow for discussion of program improvements and training opportunities. We will also check-in with building Principals to ensure there are no issues.
- ☞ Continual on-site culinary and customer service training ensures an elevated dining experience.

The RFP process provides you with an opportunity to thoroughly analyze your food service options and discover what is important to your district, students, and community. Therefore, we encourage you to maximize this process by speaking with our references and conducting a proposal presentation for the benefit of your scoring committee.

We feel the combination of our proposal, reference checks, and an on-site presentation will illustrate the passion and vision that Taher, Inc. can bring to the SCHOOL DISTRICT OF NEW GLARUS!

We are eager and grateful for the opportunity to work with you during this discovery process. We look forward to receiving your questions regarding our submitted proposal and solution, and we will negotiate our proposed services to meet the needs of SCHOOL DISTRICT OF NEW GLARUS.





Client Goals & Objectives



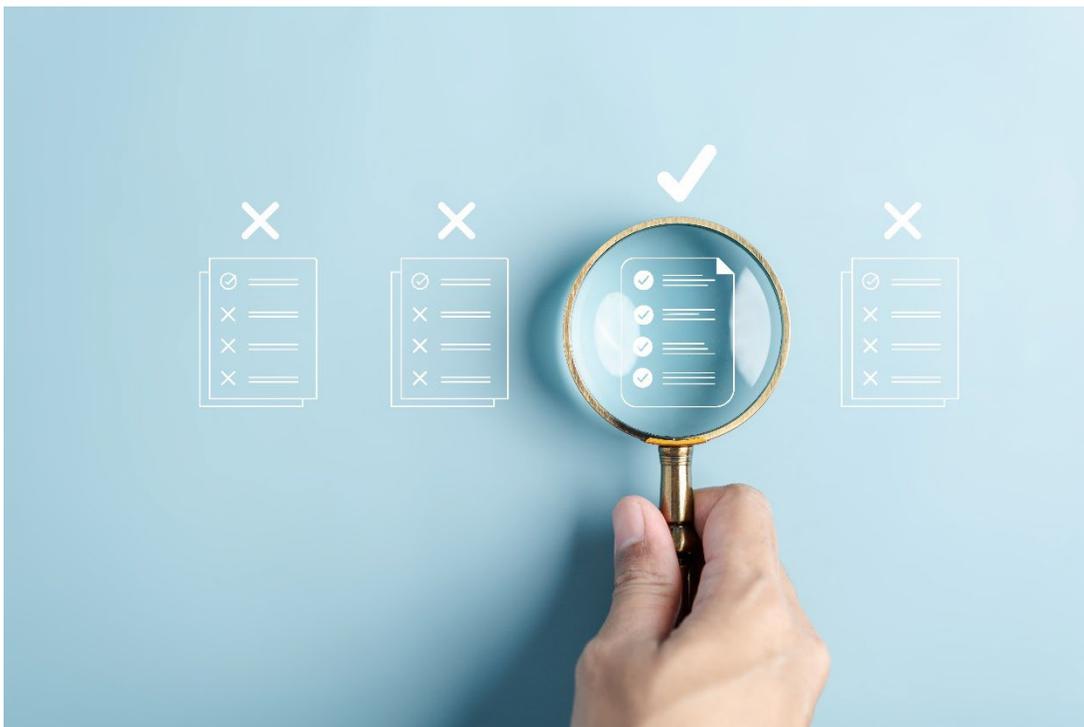
Client Goals and Objectives

SCHOOL DISTRICT OF NEW GLARUS PROPOSAL EVALUATION CRITERIA

Taher, Inc. has responded to thousands of proposal requests and solicitations throughout the years. We have developed our proposal to help the Review Committee evaluate our solution against the following criteria from your RFP:

Evaluation Criteria

15 Points	Cost/Financial Proposal
5 Points	Transparency and Reporting of Rebates, Discounts, and Credits
5 Points	Guarantees to Food Service Account
14 Points	Experience, References and Service Capability
5 Points	Financial Condition/ Accounting Reporting Systems
14 Points	On-site Manager: Food Service Director/Overall Staffing Plan
10 Points	Professional Development/ Training Opportunities
10 Points	Promotion of the School Food Service Program
8 Points	Involvement of Students, Staff and Patrons
14 Points	Menu Selection, Use of USDA Foods, Food Quality, and Portion Sizes
100 Points	TOTAL POINTS



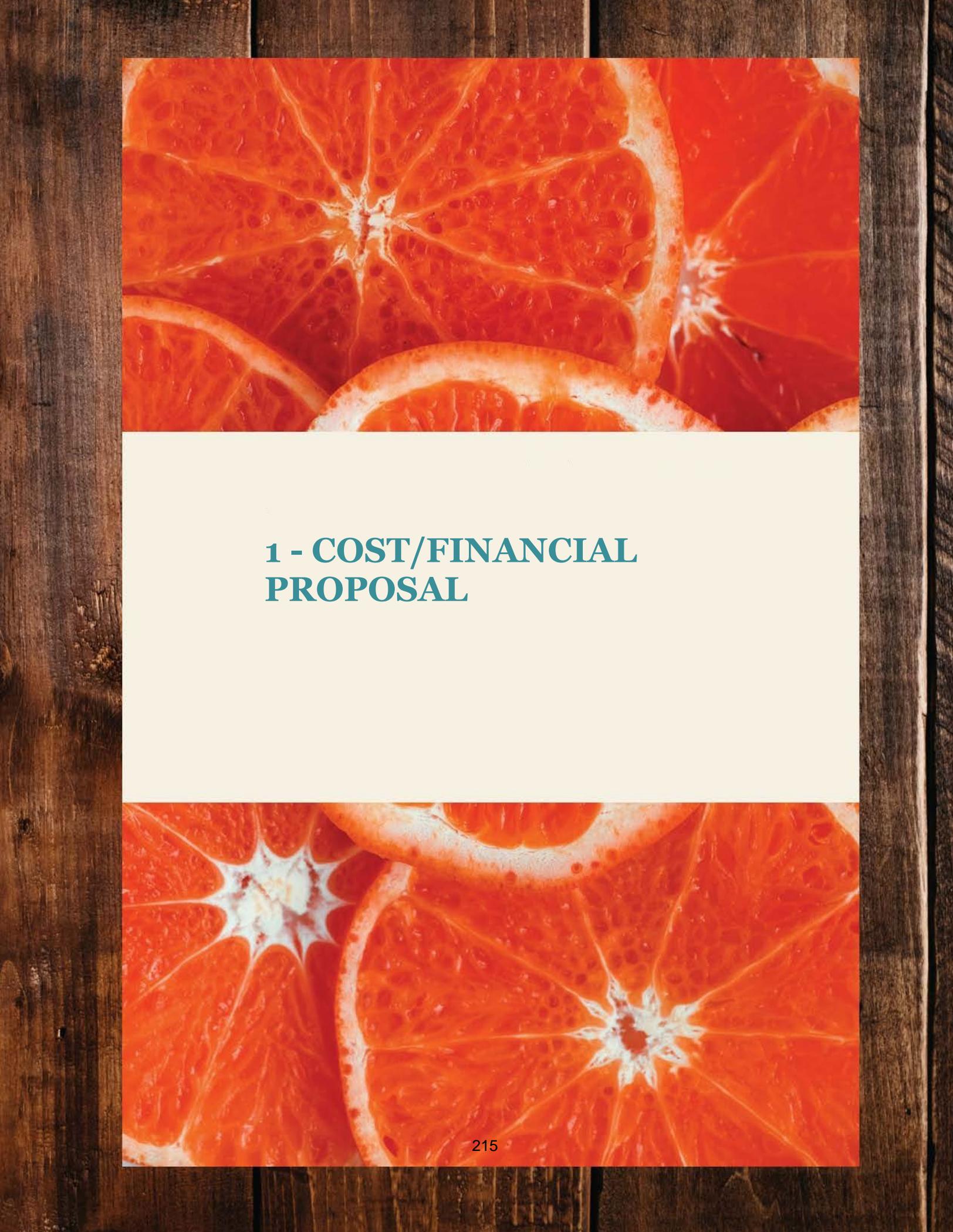


SCHOOL DISTRICT OF NEW GLARUS SUPPORT

Taher, Inc. understands the importance of having the right culinary and operational team to achieve the desired results for your schools. Therefore, Taher spends a significant number of hours providing the necessary support and resources for your on-site management team.

School District of New Glarus will benefit from a regional support team made up of dietitians, merchandising and creative design professionals, purchasing personnel, and operations specialists. Thus, Taher, Inc. develops appealing menus that take full advantage of local purchasing, creating promotional materials that increase program satisfaction, and promoting health, nutrition, community involvement, and employee retention.



The image features a dark, textured wooden background with vertical planks. Overlaid on this are two horizontal bands of vibrant orange slices, showing the internal structure of the fruit. A white rectangular area is positioned in the center, containing the main title.

1 - COST/FINANCIAL PROPOSAL



COST/FINANCIAL PROPOSAL

Taher has not changed numbers on Attachments C1 – C3, and has provided our full financial projections on Attachments D and E.

PROGRAM COST & FEES

UNDER A COST-REIMBURSABLE CONTRACT

Taher, Inc. will deliver its services at a cost plus a Management Fee arrangement. Under this arrangement, Taher, Inc. will charge a flat annual one-time fee of \$35,500.00 at the beginning of the school year for General & Administrative expenses and \$0.045 per meal/meal equivalent for a Management Fee. The Management fee will be charged each month over 9 months.

The said fees will be increased annually by the same rate as that of the increase in the Consumer Price Index for Urban Consumers Food and Beverages Away From Home for the same period.

Promptly at the close of each calendar month, Taher, Inc. shall prepare and submit to your district for approval and forwarding to the State Agency by the due date all necessary reimbursement claims, records and reports and shall maintain in acceptable detail the supporting information. Within ten (10) working days following the close of each month, Taher, Inc. shall furnish your district with an invoice covering the preceding month's receipts and costs related to the food service operation. The amount due shall be paid to Taher, Inc. within 30 days using the district's normal payment procedure.

IN ADDITION, TAHER, INC. WILL:

- ☞ Share various operational and financial reports digitally to expedite our financial analysis.
- ☞ Implement our purchasing, inventory and menu costing programs.
- ☞ Use our web-based Total Management System and provide ongoing support and training.
- ☞ Maximize participation and control expenses to allow the program to improve financially and keep prices to the paid students as low as possible.
- ☞ Meet our budget goals.

CURRENT PRICING POLICY AND PHILOSOPHY

Taher's current pricing policy and philosophy are anchored in the principles of cost efficiency and value optimization, reflecting our commitment to providing exceptional quality and freshness to our customers. This philosophy is crucial in our collaboration with the SFA, ensuring that we deliver premium quality services while maintaining financial prudence.





- ☞ **Emphasis on Cost Management and Quality:** Our approach to pricing is deeply integrated with our strategies for managing food and labor costs. By preparing food in small batches to order, we not only ensure the freshness and quality that our customers expect but also significantly reduce waste. This method has direct impact our food costs, allowing us to maintain competitive pricing without compromising on quality.
- ☞ **Weekly Financial Oversight:** The Weekly Flash Report and Declining Balance Workbook are pivotal tools in our financial management strategy. They enable us to meticulously monitor and control our food and labor costs. By comparing weekly expenditures against our budget and analyzing spending trends, we maintain a strong grip on our operational finances. This systematic financial oversight is a key factor in determining our pricing policy, ensuring that it reflects both cost-effectiveness and the highest standards of service.
- ☞ **Sustainable and Customer-Centric Approach:** Our pricing policy is not just about numbers; it's about sustaining a business model that prioritizes customer satisfaction and environmental responsibility. The promotion of our fresh menu is a testament to this philosophy, as it not only appeals to customer preferences but also aligns with our commitment to reducing waste and enhancing value.





TAHER, INC.'S PROJECTED FOOD SERVICE PROFORMA YEAR 1 & 2 NEW GLARUS SCHOOL DISTRICT

NEW GLARUS RE-BID

PROJECTED OPERATING BUDGET--FOOD SERVICE

2024-25

Version: VERSION A

		Year 1	Year 2
		2024-2025	2025-2026
Days of Service:	176 days		
Prices	Breakfast Student:	\$ 2.05	
	Breakfast Adult:	\$ 2.55	
	Elementary Lunch:	\$ 3.10	
	Secondary Lunch:	\$ 3.35	
	HS/MS Premium Meal:	\$ 4.00	
	Adult Lunch:	\$ 4.70	
	Milk:	\$ 0.60	
REVENUE			
CASH:	Breakfast	\$ 57,525.60	\$ 59,021.27
	Type "A" Lunch	\$ 265,660.80	\$ 272,567.98
	Adult "A" Lunch	\$ 12,408.00	\$ 12,730.61
	A La Carte	\$ 66,376.64	\$ 68,102.43
	Milk Service	\$ 24,604.80	\$ 25,244.52
	Other	\$ 61,710.88	\$ 63,315.36
	Commodity Value	\$ 28,131.79	\$ 28,131.79
	SUBTOTAL	\$ 516,418.51	\$ 529,113.96
REIMBURSEMENTS:			
	Federal Lunch	\$ 117,376.26	\$ 120,428.04
	Federal Breakfast	\$ 41,342.40	\$ 42,417.30
	State Lunch	\$ 4,577.38	\$ 4,696.39
	State Breakfast	\$ 2,357.52	\$ 2,418.82
	Federal Milk	\$ -	\$ -
	State Milk	\$ 633.60	\$ 650.07
	Weekend Meals	\$ -	\$ -
	SUBTOTAL	\$ 166,287.16	\$ 170,610.62
		\$ -	\$ -
		\$ -	\$ -
	GRAND TOTAL REVENUE	\$ 682,705.67	\$ 699,724.59
EXPENSES			
	Food and Milk	\$ 249,746.94	\$ 256,739.86
	Commodity Value	\$ 28,131.79	\$ 28,131.79
	Payroll/Related-TaHer	\$ 318,245.00	\$ 327,155.86
	Payroll/Related-School	\$ -	\$ -
	Management Fee	\$ 7,749.59	\$ 7,966.57
	General & Admin. Fee	\$ 35,550.00	\$ 36,545.40
	Other Supplies	\$ 28,212.08	\$ 29,002.02
	SUBTOTAL	\$ 667,635.40	\$ 685,541.50
		\$ -	\$ -
		\$ -	\$ -
	Commodity Charges	\$ 11,817.99	\$ 12,148.89
		\$ -	\$ -
		\$ -	\$ -
	SUBTOTAL	\$ 11,817.99	\$ 12,148.89
		\$ -	\$ -
		\$ -	\$ -
	TOTAL ALL EXPENSES	\$ 679,453.39	\$ 697,690.39
NET REVENUE LESS EXPENSES			
		\$ 3,252.28	\$ 2,034.19





ATTACHMENT B: OPERATIONS – LABOR AND BENEFITS WORKSHEET

Attachment B: Operations—Labor and Benefits Worksheet

(To be completed by the Offeror)
 For Programs and Sites to be Contracted
 Pay rates for the year -

Total Annual Wages:	\$ 234,204.25
Total Benefits:	\$ 71,890.07
Total Annual Wages and Benefits:	\$ 306,094.33
Unemployment Compensation:	\$ 12,150.67

Use actual rates for SFA; do not use a prorated statewide average benefit rate.
 Include paid time off (PTO), holiday pay and sick pay
 If Workers' Compensation cost is charged to food service, percentages ___%
 Use actual rates for SFA; do not use a prorated statewide average benefit rate.
 Offeror will need to provide a list benefits paid by employee(s) separately
 Describe Other:

Contract Starting Model

Site or School	Job Title	SFA Employees	FSMC Employees	Hourly Rate (\$)	Daily Hours	Number of Days Paid	Total Annual Wage (\$)	Unemployment Compensation	Hospitalization Medical \$	Dental \$	Vision \$	Longevity or Annuity \$	Life \$	Retirement \$	FICA \$	Other ¹ \$	Benefits Total \$	Annual Wages and Benefits Total \$
Middle/High School	Kitchen Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 24.47	7.25	183	\$ 32,465.57	\$ 1,724.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,470.04	\$ 4,520.34	\$ 6,990.38	\$ 39,455.95
Middle/High School	Cook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.75	7	183	\$ 20,175.75	\$ 1,071.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,535.01	\$ 2,809.17	\$ 4,344.18	\$ 24,519.93
Middle/High School	FS-Aide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 16.00	4.5	183	\$ 13,176.00	\$ 661.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 947.38	\$ 1,733.76	\$ 2,681.14	\$ 15,857.14
Middle/High School	FS-Aide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 16.25	5	183	\$ 14,868.75	\$ 789.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,131.24	\$ 2,070.25	\$ 3,201.49	\$ 18,070.24
Middle/High School	FS-Aide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.00	5	183	\$ 13,725.00	\$ 728.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,044.23	\$ 1,911.00	\$ 2,955.23	\$ 16,680.23
Middle/High School	Cook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.00	7	183	\$ 19,215.00	\$ 1,020.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,461.92	\$ 2,675.40	\$ 4,137.32	\$ 23,352.32
Elementary School	Cook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 17.50	7	183	\$ 22,417.50	\$ 1,190.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,705.57	\$ 3,121.30	\$ 4,826.87	\$ 27,244.37
Elementary School	FS-Aide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.00	7.25	183	\$ 19,901.25	\$ 1,056.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,514.13	\$ 2,770.95	\$ 4,285.08	\$ 24,186.33
Elementary School	FS-Aide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.00	5	183	\$ 13,725.00	\$ 728.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,044.23	\$ 1,911.00	\$ 2,955.23	\$ 16,680.23
District Wide	Substitute Worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 17.00	6	30	\$ 3,060.00	\$ 234.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 234.09	\$ 443.70	\$ 677.79	\$ 3,737.79
District Wide	Substitute Worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.00	6	30	\$ 2,700.00	\$ 206.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206.55	\$ 391.50	\$ 598.05	\$ 3,298.05
District Wide	Substitute Floater	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.50	6	183	\$ 17,019.00	\$ 491.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 704.34	\$ 1,288.98	\$ 1,993.32	\$ 19,012.32
District Wide	Food Service Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 38.46	3.93	260	\$ 39,298.43	\$ 2,098.54	\$ 13,843.56	\$ -	\$ -	\$ -	\$ 168.00	\$ -	\$ 3,006.33	\$ 5,501.78	\$ 22,519.67	\$ 61,818.10
Summer Program	Cook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.75	6	26	\$ 2,457.00	\$ 147.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 187.71	\$ 343.98	\$ 531.69	\$ 2,988.69
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District	Wage Increases/Worker's Comp	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,192.66	\$ 9,192.66	\$ 9,192.66
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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ATTACHMENT C.1: PROJECTED OPERATIONS – REVENUE

Attachment C.1: Projected Operations—Revenue, Page 1
In-School Revenue

For Programs and Sites to be Contracted
 To be completed by the SFA
 Based on 176 Days of Service

Breakfast Programs	No. Meals		Price		Total
Elementary Full Price	6,688	X	\$ 2.05	=	\$13,710.40
Secondary Full Price	20,768	X	\$ 2.05	=	\$42,574.40
(a) Tiered Pricing		X	\$ -	=	\$0.00
(b) Tiered Pricing	0	X	\$ -	=	\$0.00
(c) Tiered Pricing	0	X	\$ -	=	\$0.00
(d) Tiered Pricing	0	X	\$ -	=	\$0.00
Reduced Price	2,640	X	\$ 0.30	=	\$792.00
Adult	176	X	\$ 2.55	=	\$448.80
Subtotal Breakfast	30,272				\$57,525.60
Lunch Program					
Elementary Full Price	33,968	X	\$ 3.10	=	\$105,300.80
Secondary Full Price	14,960	X	\$ 3.35	=	\$50,116.00
(a) Tiered Pricing	26,224	X	\$ 4.00	=	\$104,896.00
(b) Tiered Pricing		X	\$ -	=	\$0.00
(c) Tiered Pricing	0	X	\$ -	=	\$0.00
(d) Tiered Pricing	0	X	\$ -	=	\$0.00
Reduced Price	4,400	X	\$ 0.40	=	\$1,760.00
Adult	2,640	X	\$ 4.80	=	\$12,672.00
Subtotal Lunch	82,192				\$274,744.80
After School Care Snack Program					
Full Price	0	X	\$ -	=	\$0.00
Reduced Price	0	X	\$ -	=	\$0.00
Adult	0	X	\$ -	=	\$0.00
Subtotal Snacks	0				\$0.00
Special Functions					
Catering					\$ 61,710.88
Other					
SMP Revenue					\$ -
A la Carte, <i>if applicable</i>					\$ 90,981.44
Concession Revenue, <i>if applicable</i>					\$ -
Vending Machine Sales Total Revenue					\$ -
Contract Meals					\$ -
Total In-School Revenue >					\$484,962.72





ATTACHMENT C.2: PROJECTED OPERATIONS -REVENUE (PAGE 2)

Attachment C.2: Projected Operations—Revenue, Page 2
Federal Reimbursement

To be completed by the SFA
Based on 176 Days of Service

Breakfast Programs	No. Meals	Total	
Free	11,264 X \$ 2.28 =	\$25,681.92	
Free, Severe Need	0 X \$ - =	\$0.00	
Reduced Price	2,640 X \$ 1.98 =	\$5,227.20	
Reduced Price Severe Need	0 X \$ - =	\$0.00	
Full Price	27,456 X \$ 0.38 =	\$10,433.28	
Total Breakfast	41,360	\$41,342.40	
Lunch Program			
Free	14,432 X \$ 4.33 =	\$62,490.56	
Reduced Price	4,400 X \$ 3.93 =	\$17,292.00	
Full Price	75,152 X \$ 0.48 =	\$36,072.96	
Total Lunch	93,984	\$115,855.52	
After School Care Snack Program			
Free	0 X \$ - =	\$0.00	
Reduced Price	0 X \$ - =	\$0.00	
Full Price	0 X \$ - =	\$0.00	
Total Snacks	0	\$0.00	
Special Milk Program			
Special Milk Program	0 X \$ - =	\$0.00	
Total Special Milk Program	0	\$0.00	
Summer School NSLP			
Based on 26 Days of Service			
Free	130 X \$ 4.33 =	\$562.90	
Lunch Reduced	104 X \$ 3.93 =	\$408.72	
Lunch Full Price	1,144 X \$ 0.48 =	\$549.12	
Total Summer Lunches	1,378	\$1,520.74	
Reimbursements- State			
Breakfast Programs	No. Meals	Price	Total
Breakfast	0	0.057	\$0.00
Total Summer Breakfast	0		\$0.00
Lunch Program			
Lunch	1,378	0.048	\$66.14
Total Summer Lunches	1,378		\$66.14
Total Revenue Breakfast			\$0.00
Total Revenue Lunch			\$5,174.88
Program Total			\$5,174.88

Summer School Program
NEW GLARUS
Revenue

26 DAYS OF SERVICE
Daily Average: 53 Lunches

Breakfast Programs	No. Meals	Price	Total
Summer Breakfast Full Price	0 X \$ - =		\$0.00
Summer Breakfast Reduced Price	0 X \$ - =		\$0.00
Total Summer Breakfast	0		\$0.00
Lunch Program			
Summer Lunch Full Price	1,144 X \$ 3.10 =		\$3,546.40
Summer Lunch Reduced Price	104 X \$ 0.40 =		\$41.60
Total Summer Lunches	1,248		\$3,588.00
Reimbursements- Federal			
Breakfast Programs	No. Meals <td>Price</td> <td>Total</td>	Price	Total
Breakfast Free	0 X \$ - =		\$0.00
Breakfast Reduced	0 X \$ - =		\$0.00
Breakfast Full Price	0 X \$ - =		\$0.00
Total Summer Breakfast	0		\$0.00
Lunch Program			
Lunch Free	130 X \$ 4.33 =		\$562.90
Lunch Reduced	104 X \$ 3.93 =		\$408.72
Lunch Full Price	1,144 X \$ 0.48 =		\$549.12
Total Summer Lunches	1,378		\$1,520.74
Reimbursements- State			
Breakfast Programs	No. Meals	Price	Total
Breakfast	0	0.057	\$0.00
Total Summer Breakfast	0		\$0.00
Lunch Program			
Lunch	1,378	0.048	\$66.14
Total Summer Lunches	1,378		\$66.14
Total Revenue Breakfast			\$0.00
Total Revenue Lunch			\$5,174.88
Program Total			\$5,174.88





ATTACHMENT C.3:PROJECTED OPERATIONS –REVENUE (PAGE 3)

Attachment C.3: Projected Operations—Revenue, Page 3

To be completed by SFA

WI Elderly Nutrition*	\$	-	
WI School Day Milk*	\$	633.60	
National School Lunch (NSL) Match*	\$	4,577.38	
State Breakfast (SB) Match*	\$	2,357.52	
Total State Reimbursement >			\$ 7,568.50

USDA Foods Value	\$	28,131.79	
Bonus USDA Foods Value	\$	-	
Total USDA Foods Value >			\$ 28,131.79

Total In-School Revenue		\$484,962.72	
Total Federal Reimbursement		\$162,372.80	
Total USDA Foods	\$	28,131.79	
Total State Reimbursement	\$	7,568.50	
Total Revenue >			\$683,035.81

*Complete using the most recent program reimbursement received from DPI.





ATTACHMENT D: PROPOSED OPERATIONS - EXPENDITURES

Attachment D: Proposed Operations—Expenditures
For Programs and Sites to be Contracted
To be Completed by Offeror
 Based on 176 Days of Service

Food and Milk	
Enter the amounts of food and milk purchased and received	\$ 250,046.94
Enter the amounts of food and milk Rebates, Credit, Discounts received <i>(Enter as a negative dollar amount.)</i>	\$ -
USDA Foods Value	\$ 28,131.79
Bonus USDA Foods Value	\$ -
USDA Foods processing and handling charges	\$ 11,817.99
Sub-Total:	\$289,996.72
Direct Labor and Benefits	
Enter the gross amount paid for salaries to food service workers (other than Food Service Director). Include employee benefits such as health insurance, retirement funds, and matching social security.	\$ 253,826.90
Food Service Director pay (including benefits)	\$ 64,418.10
Sub-Total:	\$318,245.00
Other Direct	
Enter the cost for nonfood items such as paper goods, chemicals, supplies, equipment repairs (less than \$1,500 per repair), equipment, rental, and extermination.	\$ 28,212.08
Expendable Equipment	
Enter the amount of each piece of equipment which has an expected service life of less than one year and an acquisition cost less than \$1,500.	\$ -
Nonexpendable Equipment	
Enter the amount of each piece of equipment which is not consumed in use and is of durable nature with an expected service life of one or more years and has an acquisition cost of \$1,500 or more. (Line item break out items listed on Attachment B)	\$ -
Implementation Cost	
Enter the amount of costs associated with the implementation of the program.	\$ -
Non-reimbursable Expenses	
Enter all expenditures that are not an allowable cost for reimbursement purposes (i.e., bank charge of bounced checks, lost purchased foods, lost USDA Foods, etc.).	\$ -
A la Carte Sales <i>If not included above</i>	
Enter total expenditures related to extra sales (i.e., food, labor, supplies).	\$ -
Special Functions <i>Catering</i>	
Enter total expenditures related to special functions (i.e., food, labor, supplies, equipment repair, etc.)	\$ -
Vended Meals <i>Contract Meals—If not included above</i>	
Enter total expenditures related to the preparation and delivery of contract meals (i.e., food, labor, supplies, etc.).	\$ -
Vending/Concessions	
Enter total expenditures related to concession sales (i.e., food, labor, supplies, equipment repair, etc.)	\$ -
Total Operational Expenditures >	\$ 636,453.80





ATTACHMENT E: PROPOSED OPERATIONS - PROFIT OR LOSS

Attachment E: Proposed Operations —Profit or Loss

For Programs and Sites to be Contracted

To be Completed by Offeror

Based on 176 Days of Service

Total Revenue					\$	683,035.81
Total Operational Expenditures					\$	636,453.80
Offeror's Total Fixed Fee(s) Costs						
	Number of Meals		Fixed Fee			
Management Fee Per Meal	172,213	X	\$ 0.05	=	\$	7,749.59
Administrative Fee Per Meal	0	X	\$ -	=	\$	-
	Number of Months					
Yearly Fixed Management Fee	1	X	\$ 35,550.00	=	\$	35,550.00
Total Proposed Fixed Fee					\$	43,299.59
			Profit or Loss	>	\$	3,282.43

*If quoting USDA Foods Value and/or Manufacturing Rebates, Discounts, and Credits, Offeror will need to provide on a separate document (to be attached to the Proposal and titled "USDA Foods Value and/or Manufacturing Rebates, Discounts, and Credits") a complete description of how these values were calculated. Offeror must provide sufficient detail for SFA to evaluate how these value were determined. If details are missing or not sufficient, values will be rejected and not be considered in the Total Operational Expenditures.





TAHER AUDITED FINANCIAL STATEMENTS

EVALUATION CRITERIA

Because Taher, Inc. is a privately owned corporation since 1981 our financial statements are considered proprietary and are not for distribution. However, in good faith should you need to review a copy, we will email a password protected copy of our most recent financial statement directly to Tammy Marty, Business Manager

QUESTIONS CAN BE DIRECTED TO:

Randy Williamson @ r.williamson@taher.com CC:

Bruce Taher @ b.taher@taher.com

TAHER STATEMENT OF GOOD STANDING

I, Randy Williamson- Chief Financial Officer confirms that Taher, Inc. is currently in good standing and is up to date with filings, franchise tax, and other payments due to the state of **Wisconsin**.

Taher, Inc. has not filed for organization protection from creditors, or dissolution under the bankruptcy statutes. Additionally, Taher, Inc. is not the subject of any litigation in which an adverse decision might result in a material change in the company's financial position or future liability.

Randy Williamson
Chief Financial
Officer Taher, Inc.
5570 Smetana Drive
Minnetonka, MN 55343

Office: 952-345-2880

Cell: 612-865-1175





SAMPLE CERTIFICATE OF INSURANCE

Client#: 123083 TAHEINC

ACORD™ CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)
7/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CBIZ Insurance Services, Inc. 222 S 9th St. STE 1000 Minneapolis, MN 55402 763 549-2200	CONTACT NAME: Laurie Pfister PHONE (A/C, No, Ext): 763 549-2231 FAX (A/C, No): E-MAIL ADDRESS: lpfister@cbiz.com														
INSURED Taher, Inc. 5570 Smetana Dr. Minnetonka, MN 55343	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Co of Ameri</td> <td>25674</td> </tr> <tr> <td>INSURER C: Great American Alliance Insurance Co.</td> <td>26832</td> </tr> <tr> <td>INSURER D: Travelers Casualty & Surety Co of Am.</td> <td>31194</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Phoenix Insurance Company	25623	INSURER B: Travelers Property Casualty Co of Ameri	25674	INSURER C: Great American Alliance Insurance Co.	26832	INSURER D: Travelers Casualty & Surety Co of Am.	31194	INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER D: Travelers Casualty & Surety Co of Am.	31194														
INSURER E:															
INSURER F:															

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		630868K0428	07/01/2023	07/01/2024	EACH OCCURRENCE ≤1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) ≤300,000 MED EXP (Any one person) ≤5,000 PERSONAL & ADV INJURY ≤1,000,000 GENERAL AGGREGATE ≤2,000,000 PRODUCTS - COMP/OP AGG ≤2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Drive Oth Car		8101N611831	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) ≤1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION ≤10,000		CUP4J281167	07/01/2023	07/01/2024	EACH OCCURRENCE ≤6,000,000 AGGREGATE ≤6,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY DISPOSE TO EMPARTHESSE EXCLUSIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WC207115006	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT ≤1,000,000 E.L. DISEASE - EA EMPLOYEE ≤1,000,000 E.L. DISEASE - POLICY LIMIT ≤1,000,000
D	Employee Dishones		105640010	07/01/2023	07/01/2024	\$500,000
D	Forgery		105640010	07/01/2023	07/01/2024	\$30,000
A	Liquor Liability		630868K0428	07/01/2023	07/01/2024	\$1M Occ / \$2M Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Mark A. Stille</i>
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2 - TRANSPARENCY AND REPORTING





TRANSPARENCY AND REPORTING

OPTIMIZING COST SAVINGS THROUGH NEGOTIATED BULK PURCHASING

Negotiation Expertise: Taher is dedicated to securing the most favorable prices for food and supplies its food service programs. Led by Vice President of Purchasing Trent Taher, the Purchasing Department collaborates closely with manufacturers to establish programs that strategically benefit clients in terms of cost. This system is meticulously designed to ensure that the advantages of these negotiations are directly passed on to clients, guaranteeing the best possible pricing for the SFA.

Rebate and Discount Procedures: To maximize the impact of negotiated programs on purchased products, we follow a comprehensive process for any rebates, discounts, or credits received:

1. **Negotiation Stage:** Annually, our purchasing negotiates pricing and contracts on specific items and signs off on any discounts or rebates allowed by product.
2. **Menu Integration:** Our menus are carefully crafted to incorporate as many of these discounted items as practical.
3. **Distribution Network:** The negotiated discounts are extended to Taher's major distributors, who subsequently reduce the selling price directly to every respective location in the company.
4. **Transparent Invoicing:** Invoices from distributors to the local food service department reflect the net amount after accounting for rebates and discounts.
5. **Detailed Reporting:** Reports are meticulously generated by customer numbers, offering transparency on each product purchased. Information includes invoice number, product name, manufacturer, quantity ordered, and discount amount.

Rebate Redemption at the Local Level: For products purchased locally with promotional rebates, the Food Service Director or Chef Manager completes the necessary forms. Checks are then issued to the SFA and deposited into the SFA's Foodservice Fund or Fund 50.

USDA Donated Foods: It's important to note that this approach involves the commercial distribution of USDA-donated foods, eliminating the availability of rebates in this context. Taher's commitment to excellence extends to every facet of its operations, ensuring that clients benefit from not only top-quality products but also cost-effective solutions through strategic negotiation and transparent financial processes. We are currently using commercial distribution for USDA donated Foods.





COST SAVING METHODOLOGY

Internal Controls and Pricing Strategies: Guided by a commitment to prudent budgeting, Taher adheres to a robust system of internal controls and thoughtful pricing strategies. This vigilant oversight empowers Taher to monitor crucial financial indicators such as food and labor costs closely, ensuring optimal operational performance and superior financial outcomes.

Small Batches to Order - Balancing Cost and Quality: In pursuit of culinary excellence and stringent cost control, we embrace a small-batch preparation approach. This methodology allows effective management of food costs by preparing dishes to order, minimizing waste, and maximizing freshness. This not only reduces expenses but also enhances the dining experience for the SFA's students and personnel, aligning seamlessly with the organization's emphasis on quality and efficiency.

Annual Review for Cost Savings and Performance Improvement: Underpinning a commitment to continual improvement, Taher conducts scheduled annual reviews with the SFA. These comprehensive evaluations analyze the preceding year's performance, pinpoint opportunities for cost savings, and formulate plans for ongoing performance enhancements. The overarching goal is to align service offerings with the evolving needs of the SFA while upholding the highest standards of quality and efficiency.

Cost-Saving Initiatives: Taher's approach to cost savings involves a thorough examination of procurement strategies, optimization of operational processes, and the implementation of energy-efficient practices. Continually seeking innovative ways to curtail expenses without compromising culinary service quality is central to Taher's commitment to the SFA.

Taher's proposed innovations are strategically designed to not only meet but exceed the expectations of the SFA, fostering a dining environment that harmoniously blends excellence, efficiency, and financial prudence.





3 - GUARANTEES FOR FOOD SERVICE ACCOUNT





GUARANTEES FOR FOOD SERVICE ACCOUNT

In our commitment to SFA, Taher proposes a clear and straightforward guarantee to the food service account. This guarantee reflects confidence in Taher's service delivery and financial management capabilities while aligning with the specific requirements outlined in the RFP.

Taher's proposed guarantee to School District of New Glarus is a testament to our confidence in delivering exceptional food service while maintaining financial efficiency. This guarantee, devoid of complex conditions and aligned with federal regulations, demonstrates our commitment to the school district's financial well-being and our adherence to the highest standards of service and compliance. We are dedicated to ensuring that this partnership is not only successful but also financially beneficial for the SFA.

Guarantee Details and Conditions:

- ☞ **Guarantee Amount:** Taher presents a 100% break-even guarantee for the School District of New Glarus. This will remain each of the subsequent renewal years of the agreement.
- ☞ **Evaluation and Payment Timeline:** This guarantee will be assessed annually on July 1, of each school year with any shortfall of the surplus amount, if applicable, paid within 30 days post-assessment.
- ☞ **Contractual Scope:** The guarantee covers the entire duration of the awarded contract, including all renewal periods, ensuring long-term financial stability and predictability for the school district.
- ☞ **Annual Adjustment:** In line with the RFP stipulations, the guaranteed amount may be subject to annual adjustments proportional to the renewal rate adjustments.

Compliance with RFP Requirements:

- ☞ **No Cap on Guarantee:** The proposed guarantee does not include a cap, which aligns with the RFP's preference for uncapped guarantees and positions this proposal for a higher-scoring evaluation.
- ☞ **Minimum Conditions:** The guarantee is straightforward, with minimal conditions, reducing the likelihood of non-payment scenarios. This simplicity in the guarantee's structure adheres to the RFP's guidelines against numerous conditions.
- ☞ **Non-Contingency on Contract Duration:** Our guarantee is not contingent on a multi-year contract duration, ensuring compliance with the RFP's requirements.
- ☞ **Separation from Profit or Loss Calculations:** As per the RFP's instructions, this guarantee is evaluated independently and is not considered as a reduction or addition to the profit or loss section in Attachment E.





Forecasting and Settlement Process:

- ☞ **Cost Forecasting:** Taher's financial team will regularly review and forecast costs and revenues, ensuring efficient operations and the likelihood of achieving the guaranteed surplus.
- ☞ **Losses and Surpluses Management:** In the event of any deviations from the projected surplus, we have a clear settlement process to manage losses or surpluses, maintaining transparency and accountability.

This budget and our projected year-end results have been arrived at by using the following criteria:

1. A student population as identified in the 962
2. The number of student feeding days as specified in the 176
3. Projected inflation rate of 4%
4. Federal Reimbursement rate for Lunch as follows:
 - a. Free: \$4.33
 - b. Reduced: \$3.93
 - c. Paid: \$0.48
 - d. Milk program: \$0.36
5. Federal Reimbursement rate for Breakfast as follows:
 - a. Free: \$2.28
 - b. Reduced: \$1.98
 - c. Paid: \$0.38
6. Current State Reimbursement rate of \$10,116.10 annually
7. Selling prices
 - a. Student lunch: \$3.10/\$3.35/\$4.00/\$0.40
 - b. Student breakfast: \$2.05/\$2.55/\$0.30
 - c. Adult lunch: \$4.70
8. Annual A la Carte sales of \$66,376.64
9. Annual Catering Sales of \$61,710.88
10. Current labor, hours, and rate of pay as identified in the proposed staffing schedule.
11. Suppose Taher, Inc. is required to purchase the on-site inventory at the time of its take-over. In that case, the Client will be required to purchase Taher, Inc.'s final inventory at its inventory price, with no discount.
12. Payment Terms
 - a. Payments are due upon receipt.
 - b. Any payments over 30 days will receive a 1 ½ interest charge.
 - c. Any payment over 90 days will allow Taher, Inc. to stop service, for cause, immediately upon 7 days' notice.

Any changes in any of the above assumptions will be cause for changes in our final budget outcome.





4 - EXPERIENCE, REFERENCES, AND SERVICE CAPABILITY





EXPERIENCE, REFERENCES, AND SERVICE CAPABILITY

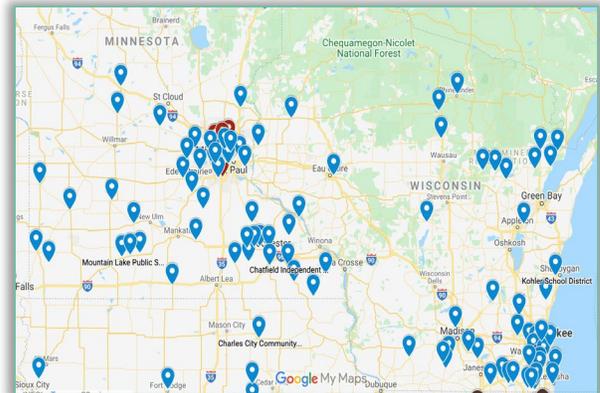
EXPERIENCE

OUR MEGA DISTRICT EXPERTISE

Taher, Inc. operates 350+ clients across public and private schools, technical and community colleges and universities, businesses and institutions, nursing homes and outdoor education service centers.

Taher, Inc. Stats:

- ☞ Taher partners with over 350 school districts in 24 states
- ☞ Currently services over 500,000 students
- ☞ Experience with all types and sizes of districts, including remote and rural districts, urban, inner-city districts, and large land-mass districts
- ☞ Services all NSLP programs and private dining solutions
- ☞ Has operational experience in:
 - On-site food preparation
 - Central kitchen preparation and production
 - Cook-chill facilities
 - Own and operate multiple commissaries, production kitchens, and bakeries including our 10,000 square foot kitchen facility in Milwaukee.



Our 58 Wisconsin and 48 Minnesota partnerships provide a good example of our Service Capability to support our partnership!

For example, we partner with **58 K-12 partnerships** throughout Wisconsin and **48 K-12 throughout Minnesota**, more than every other competing foodservice management company combined!

Wisconsin Partnership Stats:

- 58 Partners
- Serving more than 70,000 students
- Supporting more than 180 campuses
- Earliest partnership beginning in 1990
- Cost Reimbursable, Fixed Cost Per Meal, and Profit and Loss Contracts
- On and Off the National School Lunch Program
- Serving more than 65,000 square miles
- Serving nearly 70 administrations and school boards.

Minnesota Partnership Stats:

- 48 Partners
- Serving more than 50,000 students
- Supporting more than 140 campuses
- Earliest partnership beginning in 1982
- Cost Reimbursable, Fixed Cost Per Meal, and Profit and Loss Contracts
- On and Off the National School Lunch Program (NSLP)
- Serving more than 85,000 square miles
- Serving nearly 50 administrations and school boards.





Taher's Expertise in Staffing and Process Improvement for K-12 Food Services with 43 Years of Experience

Taher's journey in the food service industry is marked by a rich legacy of culinary excellence and innovation. With over four decades of experience, we have established ourselves as pioneers, especially in the realm of K-12 school food services. Our story is one of passion for food, unwavering commitment to quality, and consistent adaptation to meet the evolving needs of our diverse clientele.

A Diverse Portfolio Reflecting Depth of Experience:

☞ **School Systems Expertise:** While a significant portion of our operations focuses on public and private schools, our expertise extends across various industries. This diverse experience enriches our understanding and approach to K-12 food services.

☞ **Broad Clientele Base:** Our client list is a testament to our versatility and includes educational institutions like Merced College in California and Dunwoody College of Technology in Minnesota, as well as senior dining programs like the Waukesha, Washington, and Ozaukee Counties in Wisconsin and Stanislaus Elderly Nutrition Program in California.

☞ **Business and Government Contracts:** Our portfolio also spans business dining and vending services for prestigious organizations like the State of Minnesota Capitol, Sandia Laboratories, Environmental Protection Agency, United States Department of Justice, and the University of Minnesota, reflecting our ability to cater to a wide range of dietary and operational needs.

Enduring Partnerships in School Food Services:

☞ **Decades-long Relationships:** Our enduring partnerships with school districts, some extending over 30 or 40 years, speak volumes about our reliability and quality of service. A notable example is our long-standing relationship with Plainview-Elgin-Millville Community School District, a client since 1982.



Taher brings experience with local schools, including:

- 1,079 STUDENTS**
Peshtigo School District
- 700 STUDENTS**
Coleman School District
- 894 STUDENTS**
Oconto Unified School District
- 1,618 STUDENTS**
Oconto Falls School District
- 2,238 STUDENTS**
Shawano School District





Adaptability and Consistency: These long-term partnerships are built on our ability to consistently adapt and evolve, meeting the changing needs and preferences of school districts and their students.

Culinary Excellence and Innovation:

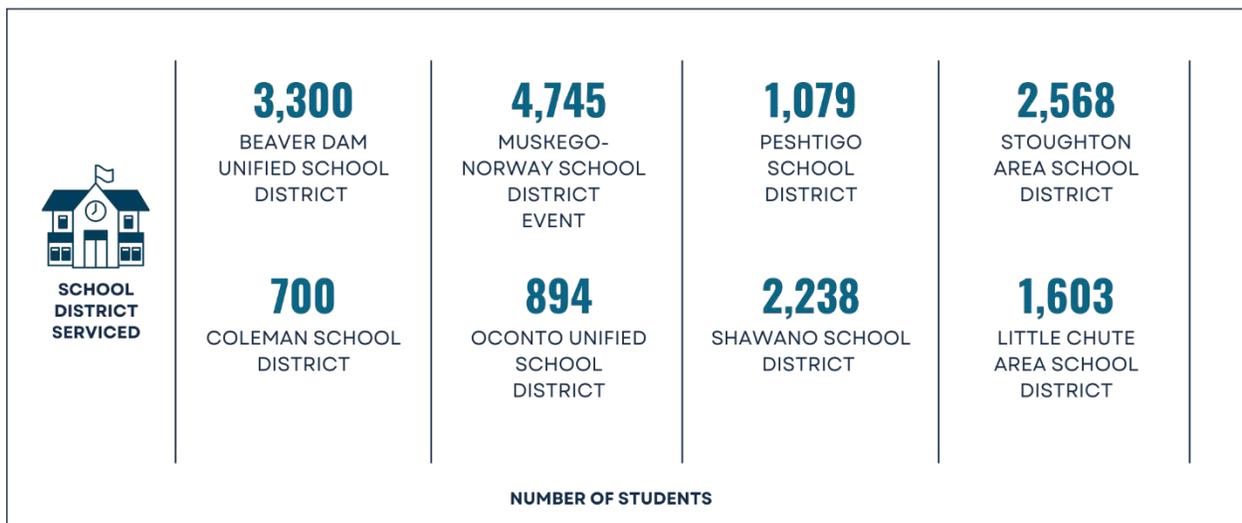
Passion for Quality and Fresh Ingredients: At the heart of our operations is a deep-rooted passion for culinary excellence. We prioritize fresh, quality ingredients, ensuring each meal is not just nourishing but also a delightful experience.

Innovative Culinary Solutions: Our approach to food service is characterized by continuous innovation, from menu planning to service delivery. We stay ahead of industry trends, ensuring our offerings are both contemporary and appealing.

Taher's extensive experience in the food service industry, particularly in K-12 school systems, is a blend of tradition and innovation. We are proud of our accomplishments and the trust we have built with our clients over the years. Our approach to each partnership is guided by our legacy in culinary excellence, a commitment to quality, and adaptability to the unique needs of each school district. As we look towards a partnership with Marinette School District, we bring this wealth of experience, promising a service that is both enriching and exemplary.

REFERENCES

Taher is proud to bring an extensive and proven track record of successfully serving schools in Wisconsin. Our commitment to providing high-quality, nutritious meals to students, along with our experience in managing school nutrition programs, has made us a trusted partner for educational institutions across the state. Below, we highlight some of our current and recent clients, showcasing our ability to cater to a diverse range of school districts.





Taher has consistently demonstrated its exceptional expertise, extensive capacity, and outstanding capabilities in servicing school districts, as evidenced by a compelling track record of successful past performance. Below, we provide three specific references that exemplify our commitment to delivering exceptional solutions and services to educational institutions.

Client	Peshtigo School District
Address	341 North Emery Avenue Peshtigo, WI 54157
Contact Name	Patrick Rau, Superintendent
Phone	(715) 582-3677 ext. 1250

Client	Waunakee School District
Address	905 Bethel Circle, Waunakee, WI 53597
Contact Name	Steve Summers, Executive Director of Operations
Phone	(608) 849-2000 ext. 8012

Client	Oconto Falls District
Address	200 N Farm Rd, Oconto Falls, WI 54154
Contact Name	Dean Hess, Superintendent
Phone	(920) 848-4471

Client	Oconto Unified School District
Address	400 Michigan Ave, Oconto, WI 54153
Contact Name	Emily Miller, Superintendent
Phone	(920) 834-7812

Client	Stoughton Area School District
Address	320 North St, Stoughton, WI 53589
Contact Name	Erica Pickett, Business Administrator,
Phone	(608) 877-5011

Client	Shawano School District
Address	220 County Road B, Shawano, WI 54166
Contact Name	Denise Guex, Finance Director
Phone	(715) 526-3194 ext. 8005

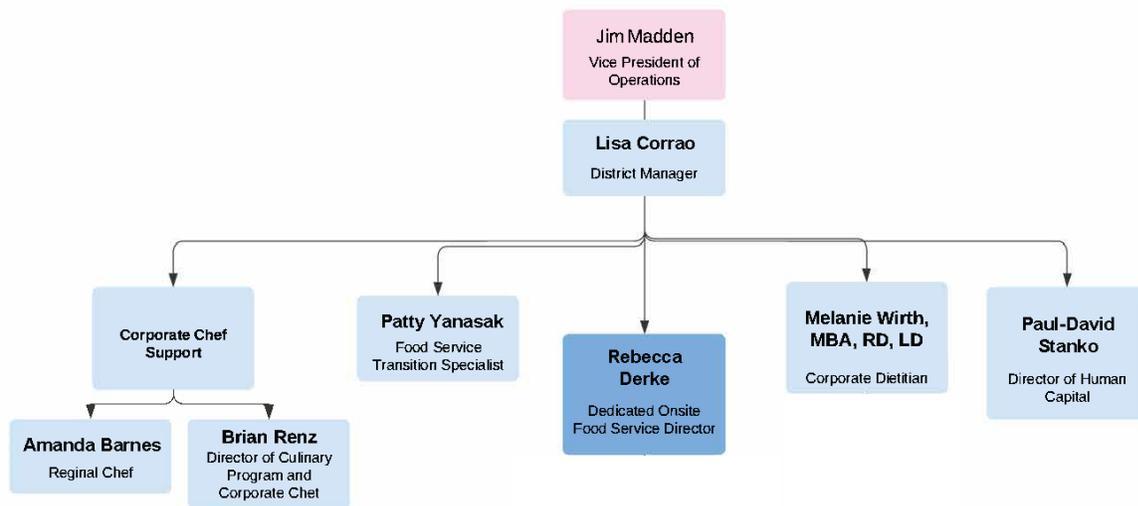
Client	Beaver Dam School District
Address	400 E. Burnett Street, Beaver Dam, WI 53916
Contact Name	Anne-Marie Woznickia, Business Administrator
Phone	(920) 885-7300 ext. 3300





Client	Oak Creek-Franklin School District
Address	7630 South Tenth Street, Oak Creek, WI 53154
Contact Name	Blaise Paul, Chief Business and Finance Officer
Phone	(262) 768-5880

SERVICE CAPABILITY TAILORED STAFFING PLAN



Taher recognizes the critical role of having the right culinary and operational team to achieve the desired outcomes for the School District of New Glarus. As a result, Taher dedicates a substantial amount of time and effort to offer comprehensive support and resources to our on-site leadership team. Our team, though modest in size, brings a rich tapestry of skills and perspectives crucial for meeting the multifaceted needs of your District.





DEDICATED ONSITE TEAM

Middle/High School	Kitchen Manager 2 Cook 3 FS-Aide
Elementary School	Cook 2 FS-Aide
Summer Program	Cook
All Schools	Food Service Director Substitute Workers

You will gain tremendous value from a regional support team comprised of dietitians, merchandising and creative design experts, procurement professionals, and operations specialists. Consequently, Taher is committed to developing enticing menus that make the most of local sourcing opportunities, crafting promotional materials that boost program satisfaction, and fostering initiatives related to health, nutrition, community engagement, and staff retention.

Ms. Lisa Corrao will remain your District Manager. Upon selection, Lisa will meet with your team to present and discuss our operational plan for the 2024-2025 school year. Lisa will provide the necessary support to deliver the results of our commitments outlined in our proposal and contract. Additionally, she will collaborate with Rebecca to enhance the culinary aspects of our current program.

Taher, Inc. Company Resources ready to support the SFA include:

- ☞ Director of Nutrition and Wellness
- ☞ Vice President of Purchasing
- ☞ Creative Director
- ☞ Chefs and Chef Council
- ☞ Registered Dietitians

Taher's commitment is to deliver upgraded services that meet and exceed the *Taher Standard of Excellence*. In her current position as Food Service Director (FSD), Rebecca Derke will be a 12-month management position responsible for the leadership of the district's food and nutrition program and will serve as a public relations spokesperson throughout the community. They will remain employees of Taher, Inc.





Corporate Chef Visits

Taher, Inc. will provide the services of a Corporate Chef to deliver leadership and training for the food production staff, and to introduce a higher quality dining experience for SFA. Our chefs will provide regular on-site training to ensure SFA cafeteria staff can achieve the *Taher Standard of Excellence*. SFA will benefit from allocated culinary time to work with cafeteria staff on creating made-from-scratch, freshly prepared entrées in an on-site kitchen training session. Our chefs will focus on menu variety, recipe execution, line presentation, and customer service so they know how to serve our guests. Additionally, our chefs will also perform On-Display cooking and Chef Education Classes during their visits.

Understanding and Responding to the Needs of the School District of New Glarus:

- ☞ **Customized Service Delivery:** Acknowledging each school's unique requirements within the district, Taher focuses on understanding seasonal activities, special dietary requirements, and fluctuating student populations. This highly individualized approach ensures each school's cultural, nutritional, and operational needs are precisely met.
- ☞ **Team Composition:** Taher's dynamic team, including key roles such as the CEO, COO, VP of Operations, District Manager, Transition Manager, Corporate Chef, Executive Chef, and directors in wellness, nutrition, technology, purchasing, and interior design, brings a comprehensive skill set to the table. Each member contributes unique expertise, reinforcing Taher's ability to offer a well-rounded and effective food service program.
- ☞ **Regular Stakeholder Interaction:** Taher maintains consistent and meaningful interactions with the SFA's stakeholders. This engagement ensures our services are responsive, adaptable, and in line with the School District's goals.

Core Staffing Strategies:

- ☞ **Skilled Personnel Recruitment:** Emphasizing the hiring of professionals adept in culinary arts and child nutrition, supported by ongoing training and certification. The Food Service Director will be recruited and hired with the approval of the SFA and will meet USDA professional requirements for this role. As an overall strategy, Taher plans to increase wages for all current employees by 5% for the 2024-2025. An increase in starting wage will also be implemented ensuring that skilled staff can be attracted and retained.
- ☞ **Adaptable Staffing Models:** Implementing flexible staffing solutions to accommodate the school year's cyclical nature and maintaining a pool of trained substitute workers.
- ☞ **Specialized Team Focus:** Dedicated teams for menu development, procurement, and dietary consultation to ensure compliance with nutritional standards and appealing meal options.
- ☞ **Verification and Background Checks:** Each employee's eligibility to work in the US is thoroughly verified, ensuring full compliance with federal regulations. Additionally, comprehensive pre-employment background checks and drug screenings are part of the standard hiring protocol. This thorough vetting process is crucial in maintaining a safe and secure environment for everyone at the SFA.





- ☞ **Physical Examinations:** Recognizing the physical demands of the culinary service industry, Taher requires all employees to undergo physical examinations. This step ensures that our team members are not only fit for the role but also capable of delivering the high-quality service that Taher is known for in a manner that prioritizes their well-being.

Operational and Quality Excellence:

- ☞ **Efficient Shift Scheduling: Aligning** kitchen operations with the school's daily routines, including early breakfasts, timely lunches, and after-school snacks.
- ☞ **Advanced Technology Use:** Employing cutting-edge technology for inventory management, menu planning, and scheduling, backed by data analytics for optimized decision-making.
- ☞ **Professional Development Commitment:** Investing in the continuous professional growth of staff to keep pace with the latest trends in nutrition and culinary skills.

Commitment to Compliance and Community Engagement:

- ☞ **Strict Regulatory Adherence:** Ensuring all meals meet USDA guidelines and local health codes, with regular audits for quality assurance.
- ☞ **Community Involvement:** Engaging with parents, students, and local suppliers, fostering a community-centric approach to food service.

Taher's staffing plan for School District of New Glarus is a testament to a commitment to providing exceptional service. The team's collective expertise, combined with regular stakeholder interaction and a deep understanding of the district's needs, positions Taher to deliver a food service program that is both nutritionally enriching and operationally efficient. Taher is dedicated to fostering a successful partnership with the SFA, driven by shared goals and Taher's unwavering commitment to quality and community engagement.

PROCESS IMPROVEMENT

At Taher, an unwavering focus on continuous process improvement ensures better, faster services for the SFA. Central to this approach is the strategic leverage of Quality Assurance (QA) and proactive incorporation of customer feedback.

The cornerstone of Taher's quality assurance program is ensuring satisfaction for all stakeholders - students, staff, and parents. The company values a strong connection with its customers, understanding that their satisfaction is pivotal to the success of the Food Service Department. Blueprint formats guide food service managers in achieving objectives related to menu development, special events, customer satisfaction, back-of-house projects, purchasing, vendors, equipment, and meeting corporate expectations.

Recognizing the importance of on-site management, managers are readily available to interact with employees, address concerns, and ensure the quality assurance program stays on track. Approaches include personal face-to-face contact and swift responsiveness via email and phone, fostering collaboration and communication.





Established programs designed to uphold these commitments include:

- ☞ **Thorough Employee Training:** Ensuring teams are equipped with the knowledge and skills to consistently deliver top-notch service.
- ☞ **Online Surveys:** Conducted to gather valuable feedback that aids in refining and enhancing the Food Service program.
- ☞ **Facility Audits:** Both scheduled and unscheduled audits to maintain rigorous quality standards.
- ☞ **Client Statement Reviews:** Regular assessments of client statements to address concerns promptly.
- ☞ **Employee Input Collection:** Actively seeking ideas and feedback from food service employees to foster a collaborative approach and real-time service improvement.

Taher considers customer feedback an integral part of the food service process, actively listening to comments and concerns. Open communication between management and customers is vital for ensuring delicious meals that meet everyone's standards.

As part of Taher's commitment to customer engagement, customer surveys are conducted at least once a year using SurveyMonkey.com, providing a convenient platform for students and faculty to share their opinions. Shifting customer wants, and needs are met with quick action, as Taher partners with clients to offer programs that make satisfaction an integral part of a shared future.

Tools and Programs to facilitate communication include:

- ☞ **Customer Feedback Roundtable Discussions:** Providing a platform for in-depth conversations.
- ☞ **Customer Satisfaction Surveys:** Regular surveys to gauge satisfaction levels and identify areas for improvement.
- ☞ **Quality Assurance Audits:** Ongoing assessments to maintain and elevate quality standards.
- ☞ **Client Contact with On-Site Management Team:** Ensuring direct and efficient communication channels with the SFA's staff and other stakeholders.
- ☞ **Scheduled Client Meetings:** Regular interactions to verify commitments are being met.
- ☞ **Participation in Food Service Tasting Committee:** Involving clients in the decision-making process for menu enhancements.





EXAMPLES OF SUCCESSFUL IMPLEMENTATION

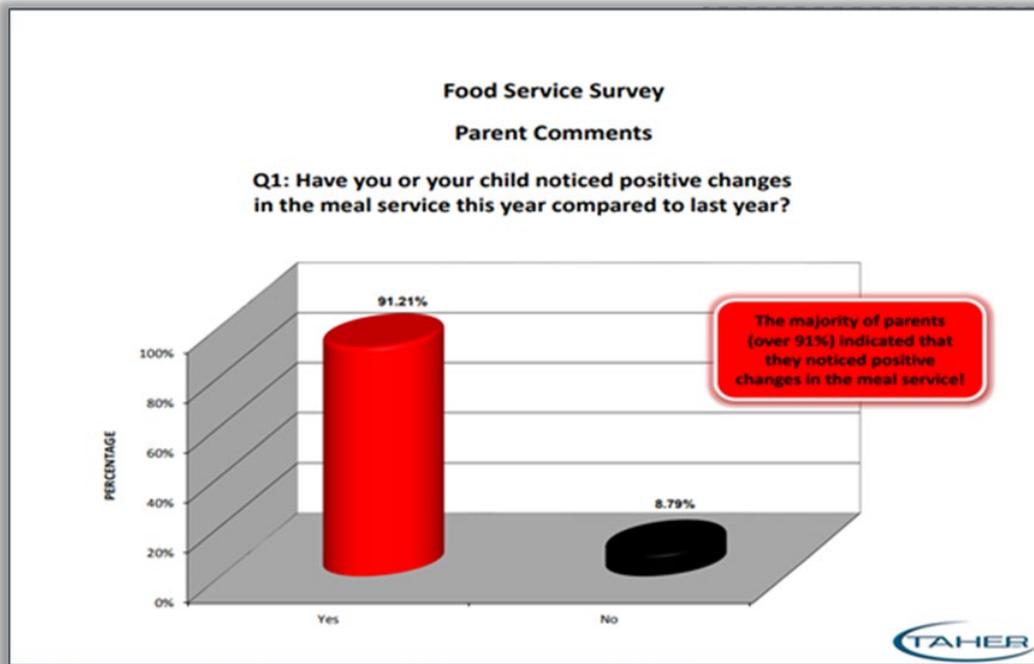
As a testament to the effectiveness of our program and unwavering commitment to continuous process improvement, we present below survey samples from a successful program implementation at another school district. These surveys serve as tangible evidence of Taher's dedication to listening, adapting, and consistently enhancing the dining experience for all stakeholders.

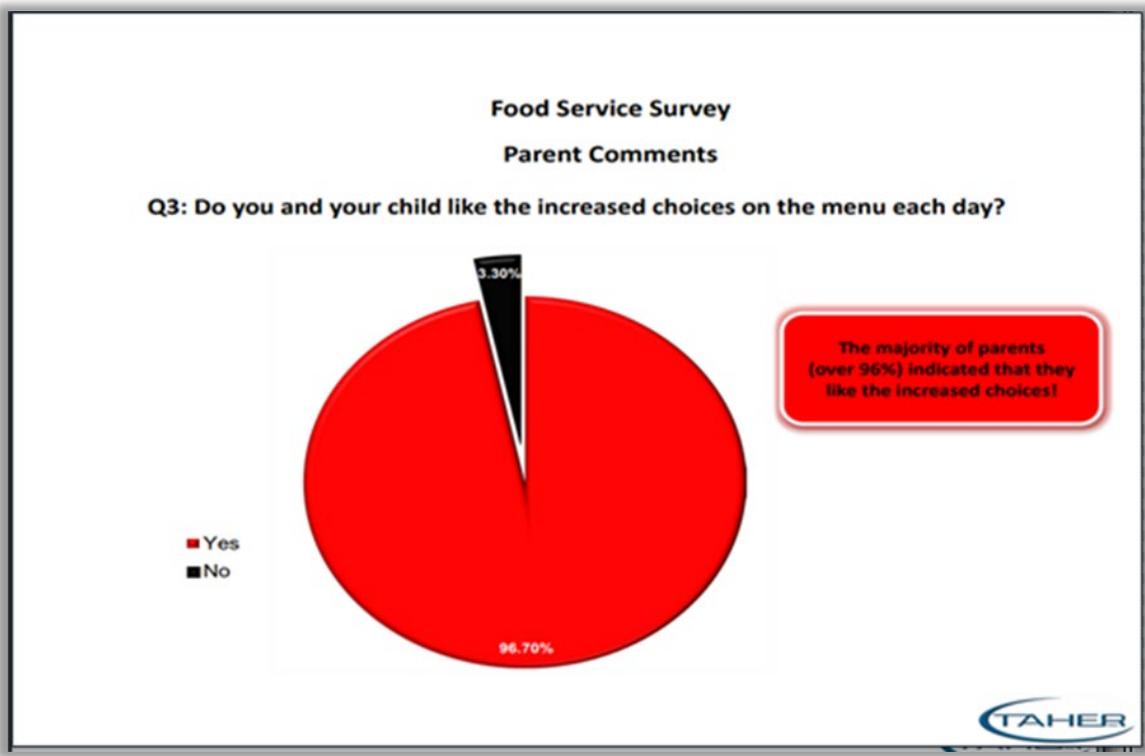
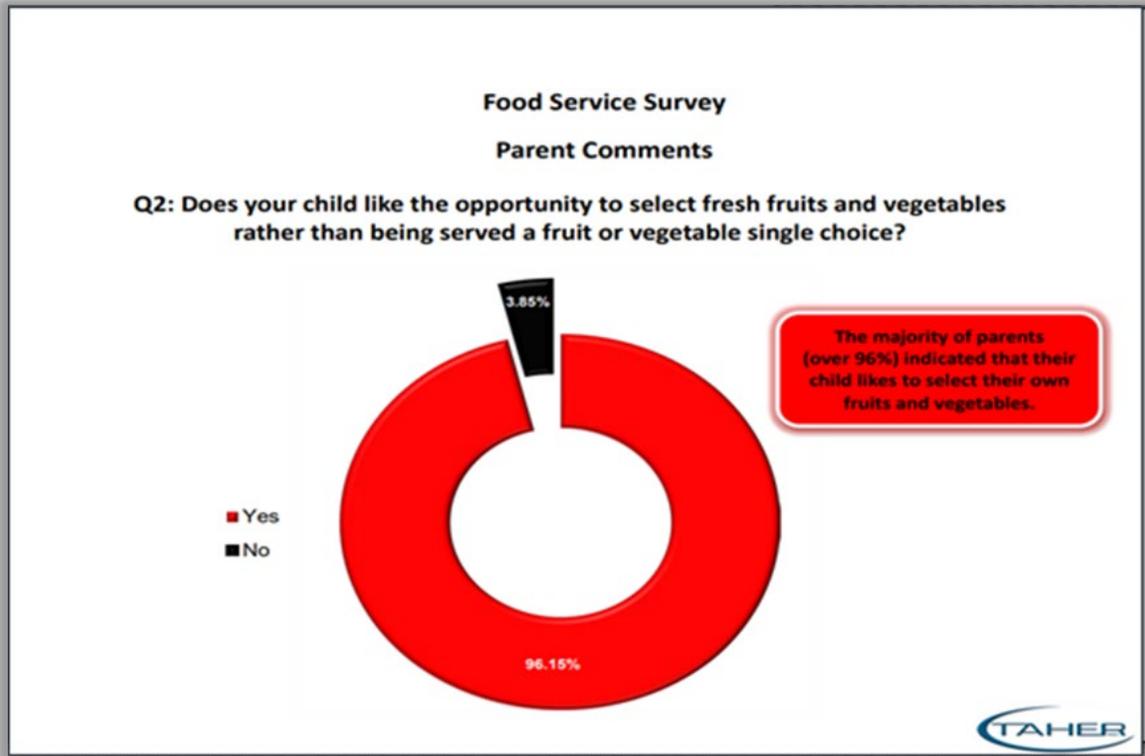
The feedback collected provides valuable insights that have directly contributed to the success of Taher's initiatives. It underscores a proactive approach to meeting and exceeding the expectations of students, staff, and parents. These survey samples stand as a reflection of our transparent and accountable methodology, ensuring that the voice of the community guides our ongoing efforts for excellence in school dining services.

EXAMPLE OF SCHOOL DISTRICT SURVEYS

We have included a selection of screenshots extracted from a recent client satisfaction survey. This survey was conducted in a school in Wisconsin, allowing us to glean valuable insights and benchmark against similar educational environments.

These screenshots encapsulate the sentiments and feedback shared by students and parents, offering a window into the perceptions and experiences of those we serve.







Food Service Survey

Parent Comments

Q5: What items does your child like on our menus so far?

Top Picks: Fresh Fruits & Veggies, Pizza, Baked Potato Bar, Breakfast for Lunch, Cheeseburgers, Cheesy Bread, Chicken Nuggets, Chicken Tenders, Chicken Wings, French Toast/Sticks, Mashed Potatoes, Nacho Bar, Salads, Wraps and Sandwiches, Walking Tacos, Pulled Pork, Friday Desserts, Corn Dogs, Sushi, Pasta, Fresh Salad Bar, Fajitas, Mac and Cheese, Quinoa Salad, Popcorn Chicken, Shepard's Pie, and the list goes on!

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- *My kids love everything!*
- *All the fresh and homemade ingredients in everything. They try items they normally might not even like because they know it will be delicious and taste like real food. Thank you!*
- *My son has loved at least one of the options every day. He raved about the pretzel bites with cheese and the chicken tenders!*
- *They have raved about the food this year. Well done Taher, all lunch preparers, and the Altoona school for making such a positive change!*
- *I am not sure, but one of my children is now buying school lunch as opposed to bringing his lunch.*
- *Last year the milk was warm and tasted bad to the kids. This year it is cold and actually tastes like milk.*
- *Fresh Fruit and Vegetable Bar is a hit!*
- *My child is a vegetarian (not vegan) and likes the fresh fruit/veggie options.*
- *She has really like everything she has tried.*
- *My kids love everything!! They both have mentioned that it's fresh just like at home. Thank you for the positive change this year. Healthy yet tasty food is what our kids need! I haven't heard a complaint about any lunch options.*
- *Everything! They love the options and the fact that it all tastes delicious!! Thank you for changing!!!*
- *He says every single thing is better this year and he was particularly excited about the "awesome meatloaf sandwich."*
- *They are a big fan of the increased choices for menu items like Mexican and Italian. They both say that the regular items such as chicken strips taste a lot better as well.*
- *Nearly everything has been excellent according to my children. Snacks have been very popular as well - especially fruit & cheese!*
- *My son hasn't mentioned anything specific that he really likes but he hasn't complained so that is a win!*
- *My Senior said "Now the food finally tastes good!" "Mom, you can put more money in my food account this year!" He commented on the fresh watermelon on one of the first days back to school. He said he has talked to the "CHEF" and was impressed that the "CHEF" asked for their feedback at lunch.*



Taher is fully committed to supporting SFA by implementing a similar comprehensive approach to continuous process improvement. This commitment includes the introduction of tailored process improvement surveys designed specifically for school environments. These surveys will be centered on the enhancement of food variety, menu selection, and the speed of meal service, all with the primary objective of ensuring complete satisfaction, especially among students. Through proactive engagement with students and by actively soliciting their feedback and insights, these surveys will serve as a catalyst for creating a more enjoyable dining experience. The anticipated outcomes of this initiative encompass a **broader menu variety, shorter waiting times, and a heightened sense of student engagement**, ultimately contributing to their overall well-being and academic success.





CONTINUOUS PROCESS IMPROVEMENT AT OCONTO UNIFIED: A CASE STUDY

Taher's commitment to continuous process improvement is exemplified through our successful initiative at Oconto Unified, where we enhanced service quality and community engagement. This case study provides a practical example of how similar strategies can be beneficially applied to SFA.

Situation and Challenges: During the transition to becoming the new food service provider at Oconto Unified, we noticed a temporary adjustment in trust levels among students and parents toward our food service. Overcoming this initial engagement hurdle presented us with the opportunity to build a stronger bond with the school community and ensure the delivery of exceptional services.

Strategic Approach: To address this, Taher implemented an innovative engagement strategy. We initiated a series of chef displays and demonstrations, offering free food to students. This approach was not just about showcasing our culinary skills but also about breaking the ice and building rapport with the students and their parents.

Community Involvement: We actively participated in registration events, utilizing these platforms to introduce ourselves to the wider school community. By being present and engaging during these events, we demonstrated our commitment to being an integral part of the school's ecosystem beyond just being a service provider.

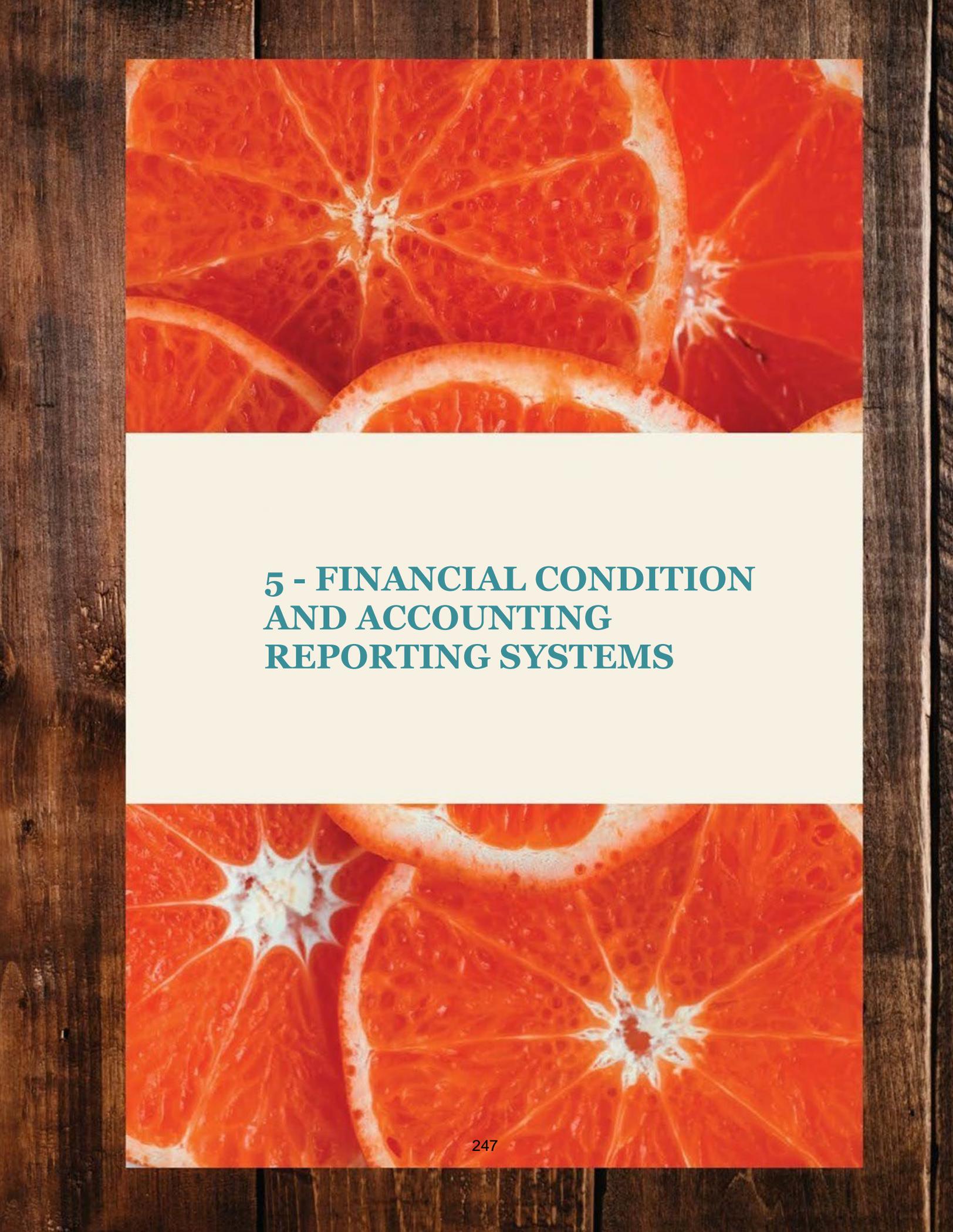
Results and Impact: The results of these efforts were remarkable. We witnessed a significant increase in trust and buy-in from students, parents, and the district. This was not just a victory in terms of improved relations but also a testament to the effectiveness of our approach in creating a successful partnership.

Applicability to SFA: This example from Oconto Unified is directly applicable to SFA. It showcases how Taher's proactive and community-centric approach can lead to improved services in school environments. By engaging directly with students and the wider school community, we can better understand their needs and preferences, leading to enhanced service delivery.

Next Steps for SFA: For SFA, Taher plans to implement similar strategies. This includes organizing interactive culinary events, participating actively in school functions, and ensuring our presence is felt and appreciated within the school community. Such initiatives will be instrumental in building trust and enhancing the quality of our services.

This experience at Oconto Unified is a clear indicator of how Taher's commitment to continuous process improvement and community engagement can lead to better and faster services in schools, ultimately benefiting all stakeholders, especially the students.



The background of the page is a dark, textured wooden surface. Overlaid on this are two horizontal bands of vibrant orange slices, showing the internal structure of the fruit. A white rectangular area is centered between these two bands, containing the title text.

5 - FINANCIAL CONDITION AND ACCOUNTING REPORTING SYSTEMS



FINANCIAL CONDITION AND ACCOUNTING REPORTING SYSTEMS

FINANCIAL REPORT

Taher, Inc. is a privately owned corporation, therefore, our financial statements are proprietary and are considered to be extremely confidential. Per the requirements outlined in your RFP, we have provided current financial statements in a separate envelope, as they are not intended to become part of public information. Please refer to the enclosed, sealed envelope, marked confidential, to find Taher's financial statements. We appreciate your attention to our request to keep these statements confidential and ask that you return or destroy these financial statements upon the conclusion of the bid/RFP process.

FINANCIAL OPERATIONS GUIDELINES

1. **Transparent Financial Reporting:** Taher is committed to maintaining transparency in financial operations. All expenditures related to your food service program will be diligently communicated to keep you fully informed. This includes gross receipts from SFA premises' food service operations, encompassing cash, credits, reimbursements, and commodity payments, which will be retained by the SFA.
2. **Components of Actual Food Service Operating Cost:** For the duration of this agreement, the Actual Food Service Operating Cost comprises the following elements: a) The actual cost of all food, beverages, and supplies procured for the on-premises food service operation, excluding donated commodities. This includes applicable taxes and delivery charges, net of discounts and rebates. b) The actual cost, including but not limited to salaries, wages, payroll taxes, and fringe benefits of all individuals employed or managed by Taher on the premises. This includes Taher's Food Service Director. c) The actual cost of miscellaneous direct expenses related to the food service operation, covering items such as insurance, licenses, menus, telephone, taxes, and health examinations.
3. **Monthly Billing Structure:** Taher will invoice the SFA with a monthly General and Administrative Expense Fee. This fee covers Taher's operational expenses over nine months. Additionally, a monthly Management Fee will be billed, representing Taher's profit. Both the Management Fee and General and administrative fee will be subject to adjustments aligned with the increase in the Consumer Price Index for Urban Consumer's Food and Beverages.

By adhering to these financial guidelines, Taher aims to foster a clear understanding of the financial aspects associated with the food service program, promoting accountability and efficiency in the partnership.





ACCOUNTING & REPORTING SYSTEMS FOR FINANCIAL TRANSPARENCY

Financial Reporting: Taher's accounting system is meticulously crafted to align with your internal financial protocols and state agency guidelines specified in the food service management contract. The aim is to simplify monthly financial reconciliation, and systems are streamlined with the following user-friendly outline:

1. **Accounts Payable:** All accounts payable processes are customized to meet your financial systems and requirements.
2. **Payroll Management:** Payroll checks for Taher are disbursed on the 15th and the last day of the month to facilitate monthly payroll tabulation. Payroll timesheets for food service personnel are diligently approved by your Taher Food Service Director.
3. **Sales and Cash Reporting:** Monthly tabulation and processing of sales/cash reports are conducted, with the results presented to your accounting department for reconciliation. Taher's internal accounting system ensures 100% financial accuracy on a monthly basis.

Reporting Sales: Accurate financial reporting is crucial for securing government reimbursements for each qualifying meal safeguarding your district for future financial audits. Taher utilizes the SFA's computer system to track meals served daily, ensuring precise recording and reporting.

Inventory Control: To maintain accuracy, your Taher Food Service Director conducts monthly inventory checks, valuing all purchased food and supplies. Comprehensive tracking systems, including computer software and spreadsheets, aid in precise inventory management, avoiding overstocking and ensuring optimal financial performance.

Food Service Budget: Each Spring, Taher will prepare a proposed budget projecting the next year's revenue and expenses for the Food Service Program. Collaboration with the SFA provides various financial scenarios aligned with your food service objectives and potential expansion opportunities.

Operating Reports: Monthly Operating Reports are generated from sales, cost, and inventory data. These reports are audited for accuracy, providing a tool for monitoring financial results and internal audits. Regular meetings with our Management Team keep you informed about your food service program's financial activities.

Deposits

Bank deposits should be done on a daily basis. Any money kept on the premises must be stored in a safe or secured area. The unit manager must supervise the preparation of the bank deposit. All deposits must be confirmed by a second person and must agree with the Cash Register Reconciliation form and the Deposit Ticket. The Deposit Ticket must be in triplicate form with one copy submitted to the bank, one attached to the Cash Register Recap form with the deposit receipt from the bank and the third held on file in the unit. The deposit must be transported in a locked bank bag. Suppose company personnel take the deposits to the bank. In that case, it is recommended that two people accompany the deposit to the





bank. If the unit operates with a Taher Bank Account, the deposit confirmation form must be completed and faxed to the corporate office daily after the deposit has been taken to the bank.

Bank Controls

Cashier change banks are issued to cashiers at the beginning of each register shift, if applicable. Cashiers are required to count the change bank before meal service and at the end of the day. The difference between the total cash and the change bank makes up the deposit.

Other Assistance: Taher extends beyond accounting support, taking responsibility for managing your food service program and assisting in various regulatory requirements, including USDA compliance forms and reports.

Petty Cash and Change Fund Control: To ensure secure handling, petty cash and change funds are stored in a safe, separate from other monies. Daily balancing, clear documentation of shortages or overages, and verification during management transitions are integral components of our stringent control measures.

At Taher our commitment is to provide not just financial services but a comprehensive approach to managing and enhancing your food service program.

Below, we have included some of our sample reports and documents.





TAHER INC.
SAMPLE UNIT EXPENSE ACTIVITY
K-12
FOR THE 2011 PERIODS ENDED FEBRUARY 28, 2018

	<u>P T D</u>	YEAR TO DATE
	ACTUAL	ACTUAL
GROCERIES:		
GROCERIES	\$24,696.79	138,239.17
FREIGHT ON COMMODITIES	1,099.59	6,406.97
SUB-TOTAL GROCERIES	<u>25,796.38</u>	<u>144,646.14</u>
MILK	<u>4,493.83</u>	<u>19,890.85</u>
OTHER EXPENSES:		
PAPER/OTHER	1,861.43	10,336.94
CLEANING SUPPLIES	708.98	3,595.69
LAUNDRY/UNIFORMS	33.54	1,111.75
REPLACEMENTS	11.47	1,883.43
EQUIPMENT RENTAL		3,580.76
INSURANCE	276.15	1,656.90
MILEAGE EXPENSE	39.69	219.33
PROMOTIONAL EXPENSE	355.58	874.03
SEMINARS	280.00	395.00
OFFICE SUPPLIES	134.95	3,454.15
SUB-TOTAL OTHER	<u>3,701.79</u>	<u>27,107.98</u>
LABOR AND LABOR RELATED EXPENSES:		
SUPERVISORY LABOR	3,208.34	27,837.35
HOURLY LABOR	15,444.36	84,420.18
LABOR ACCRUAL		15,000.00
PAYROLL RELATED EXPENSE	5,607.07	34,194.87
SUB-TOTAL LABOR & LABOR RELATED	<u>24,259.77</u>	<u>161,452.40</u>
MANAGEMENT FEE	<u>1,135.00</u>	<u>6,810.00</u>
GENERAL & ADMINISTRATION FEE	<u>2,155.84</u>	<u>12,935.04</u>
GRAND TOTAL	<u><u>61,542.61</u></u>	<u><u>372,842.41</u></u>

UNIT EXPENSE ACTIVITY REPORT

The Unit Expense Activity report is a compilation of all operating expenses incurred during a given month. This report reflects major categories including groceries (food purchases), milk, labor, and other expenses including management fee. Month-to-date and year-to-date totals are provided to document all Taher expenses. This report is used during the month-end audit process when generating an Operating Report.





TRACS Direct

Service • Quality • Value

Inventory Extension

MIL - 07541
Brown Deer Hs - Taher
Brown Deer, WI

Fresh Produce

Prod Id	Brand	Description	Price	Full Cases On Hand	Units Per Full Case	Units On Hand	Ext. Price
78010	Markon	Apple: Del Gldn Xfcy Ref Domestic	23.27	1.60	113/Cnt	0.00	37.23
78004	Markon	Apple: Del Red Xfcy Prem Ref Domestic	22.12	1.00	113/Cnt	0.00	22.12
54806	Rhills	Apple: Sl W/Caramel Dip Ref Domestic	41.23	0.00	70/4Oz	0.00	0.00
74141	Packer	Carrot: Baby Ref Domestic	4.55	1.00	1/5Lb	0.00	4.55
78328	Markon	Cauliflower: Floret Salad Bar Ct Ref Domestic	14.92	0.50	2/3Lb	0.00	7.46
78144	Markon	Celery: Split Count Ref Domestic If Available	11.11	1.00	6/Cnt	0.00	11.11
70426	Markon	Lettuce: Shredded 1/8" Fresh Domestic	13.26	0.50	4/5Lb	0.00	6.63
79295	Markon	Onion: Red Medium Ref Carton	3.38	1.00	5/Lbs	0.00	3.38
78321	Markon	Onion: Yellow Jumbo #1 Carton Dmstc If Avail	2.59	1.50	10/Lbs	0.00	3.89
78814	Markon	Orange: Navel Fancy Ref Domestic	19.09	1.75	113/Cnt	0.00	33.41
79685	Packer	Pepper: Green Bell Lg Ref	6.62	0.25	5/Lbs	0.00	1.66
76006	Markon	Potato: Russet Idaho Fresh Domestic	9.56	1.50	110/Cnt	0.00	14.34
78214	Packer	Tomato: 6X7 Red Med Bulk Fresh	15.88	0.25	25/Lbs	0.00	3.97
Sub-Total for Fresh Produce							149.74

Meat

Prod Id	Brand	Description	Price	Full Cases On Hand	Units Per Full Case	Units On Hand	Ext. Price
31342	Rylway	Bacon Bit: Granules Imit	10.41	1.00	10/Lbs	0.00	10.41
40120	Rh	Bacon: Single Shngl 18-22 Fz	33.44	0.50	15/Lbs	0.00	16.72
36088	Pcreek	Beef: Gr Pty 6-1 78/22 Rnd 100%Pgr 90/2.67Oz Fz					
35336	Qk2Fix	Beef: Pty Fimbri W/Vpp H/Sty Ckd Fz					
35368	Qk2Fix	Beef: Salisbury Stk Charb W/Vpp Ckd Fz					

* Denotes Non Reinhardt Item

TRACS Direct® - Reinhardt FoodService
MIL - 07541, Brown Deer Hs - Taher

Inventory Extension
printed using Reinhardt view, Snapsh

MONTHLY INVENTORY FORMS

Physical inventories from all locations are taken monthly using a computerized inventory system which includes all purchased food, supplies and government commodities. Each product is priced accurately per unit or measurement to provide an actual count and value of the inventory.





Operation Summary

Taher Inc. ,
Budget and Month Profit/Loss

Apr
Account Name STD. TEMPLATE
Account Name STD. TEMPLATE

Account Number 0
Account Number 0

	Week 1	Week 2	Week 3	Week 4	Week 5	Month To Date	Monthly Budget	YTD Budget	YTD Actual	YTD Last Year's
Days of Service						0	21	175	0	0
Revenues: Income										
Sales										
Line Sales						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vending						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
other						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NON-Taxed sales (only)						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax (-) Negative number						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	Week 1	Week 2	Week 3	Week 4	Week 5	Month To Date	Monthly Budget	YTD Budget	YTD Actual	Last Year's
Expenses										
Food Costs:										
Beginning Inventory Valuation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Groceries						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Inventory Valuation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Food Used	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paper Costs:										
Beginning Inventory Valuation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paper						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Inventory Valuation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Paper Used	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cleaning Supply Costs:										
Beginning Inventory Valuation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cleaning Supplies						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Inventory Valuation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Cleaning Supplies Used	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	Week 1	Week 2	Week 3	Week 4	Week 5	Month To Date	Monthly Budget	YTD Budget	YTD Actual	Last Year's
Payroll										
Supervisory (Salaried)						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hourly Payroll						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Labor						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Related						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
-						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00





Sample Financial Reports

DAILY CASHIER'S RECAP

DATE: 4/9/2018 TO 4/15/2018 UNIT NAME: _____

COUNTS	Building 1	High School	Elem. School	Middle School	Total All Buildings	Meal Price	Extension Subtotal	Category totals
BreakFast - Paid	0	0	0	0	0	0.80	0.00	
BreakFast - Free	0	0	0	0	0	0.00	0.00	
BreakFast - Reduced	0	0	0	0	0	0.30	0.00	
Adult Breakfast	0	0	0	0	0	0.90	0.00	0.00
Tier 1 PAID	0	0	0	0	0	1.55	0.00	
Tier 1 Free	0	0	0	0	0	0.00	0.00	
Tier 1 Reduced	0	0	0	0	0	0.40	0.00	
Tier 2 PAID	0	0	0	0	0	1.70	0.00	
Tier 2 Free	0	0	0	0	0	0.00	0.00	
Tier 2 Reduced	0	0	0	0	0	0.40	0.00	
Tier 3 PAID	0	0	0	0	0	0.00	0.00	
Tier 3 Free	0	0	0	0	0	0.00	0.00	
Tier 3 Reduced	0	0	0	0	0	0.00	0.00	
Tier 4 PAID	0	0	0	0	0	0.00	0.00	
Tier 4 Free	0	0	0	0	0	0.00	0.00	
Tier 4 Reduced	0	0	0	0	0	0.00	0.00	0.00
Other 1	0	0	0	0	0	0.00	0.00	
Other 2	0	0	0	0	0	0.00	0.00	
Other 3	0	0	0	0	0	0.00	0.00	0.00
Adult Combo 3	0	0	0	0	0	0.00	0.00	
Adult premium A meal	0	0	0	0	0	0.00	0.00	
Adult Program Meals	0	0	0	0	0	0.00	0.00	
Adult reg A meal	0	0	0	0	0	2.00	0.00	0.00
Extra Milk	0	0	0	0	0	0.25	0.00	
Kindergarten Milk	0	0	0	0	0	0.00	0.00	
Milk Break	0	0	0	0	0	0.00	0.00	
Milk Program	0	0	0	0	0	0.00	0.00	0.00
ALA CARTE	0.00	0.00	0.00	0.00				0.00
CASH OVER/SHORT	0.00	0.00	0.00	0.00				0.00
VENDING SALES	0.00	0.00	0.00	0.00				0.00
ADVANCE SALES(credits)	0.00	0.00	0.00	0.00				0.00
ADVANCE SALES(milk)	0.00	0.00	0.00	0.00				0.00
REDEMPTIONS(debits)	0.00	0.00	0.00	0.00				0.00
REDEMPTIONS(milk debits)	0.00	0.00	0.00	0.00				0.00
REBATES RECEIVED	0.00	0.00	0.00	0.00				0.00
CATERING PAYMENTS RECEIVED	0.00	0.00	0.00	0.00				0.00
REIMBURSEMENTS RECEIVED	0.00	0.00						0.00
REBATES RECEIVED	0.00	0.00						0.00
TOTAL CASH DEPOSIT	0.00	0.00						0.00

DAILY CASHIER'S RECAP

This form is used to consolidate all of the cashiers' reports for a given day. Each day, the manager or bookkeeper will take all of the individual Cashier's Reports and recap them on this form.

The individual cashier's figures are then added together for a daily total.





DECLINING BALANCE WORKBOOK

Goals:

- Set purchase limit based on planned meals
- Simple "checkbook" records of spending each week
- Reduce inventory on hand
- Become more aware of business trends and results
- Operate within the food cost budget

Declining Food Purchases - Comparison:

- Purchase limit calculated by planned meals and planned grocery cost per meal
- Invoices for groceries are entered daily
- Declining balance goes down as invoices are entered
- Manage spending to stay under the purchase limit
- Balance turns red if negative
- Penalty is calculated based on actual meals and planned food cost per meal if overspent.
- The penalty is subtracted from next week's purchase limit.

Steps:

- Do our Flash Plan based on the menu, field trips, catering schedule, and trends.
- Deduct our milk cost per meal.
- Accrued amount from our planned food cost per meal to get grocery cost per meal
- Enter the meal counts planned and grocery cost per meal planned on the declining food comparison form in whatever week you are doing.
- Enter only grocery invoices as they come in.
- Monitor the declining balance to hold purchases at or below the grocery purchase limit.
- At the end of the week, enter our actual meal counts from the flash sheet
- Plan for the following week.



The page features a background of sliced oranges on a dark wooden surface. The oranges are cut into thin, circular slices, showing the vibrant orange flesh and the white pith. The slices are arranged in a somewhat overlapping pattern, with some showing the central core. The wooden background is made of vertical planks with a natural, weathered grain.

**6 - ON-SITE MANAGER:
FOOD SERVICE DIRECTOR /
OVERALL STAFFING PLAN**



ON-SITE MANAGER: FOOD SERVICE DIRECTOR/OVERALL STAFFING PLAN

COMPLIANCE WITH FSD AND STAFF HIRING REQUIREMENTS FOR USDA

At Taher, we place paramount importance on meeting and exceeding the USDA Professional Standards for hiring in school nutrition programs. Our commitment to these standards is reflected in our meticulous approach to staffing, especially for the key role of the Food Service Director (FSD). Rebecca Derke will continue as the Director for your program. She will remain in a shared position with the Districts of Barneveld and Monticello and will remain an employee of Taher, Inc.

PROPOSED FOOD SERVICE DIRECTOR

In the position of Food Service Director, Rebecca will manage and deliver Taher’s program in your District per the parameters of the agreement of services, personnel, programs, budget and year-end results, as outlined in the Taher’s proposal, the Food Service RFP and Contract.

Food Service Director Rebecca Derke will:

- ☞ Manage the Food Service operations, ensure quality food production and therapeutic nutrition.
- ☞ Provide leadership qualities that secure and maintain the cooperation of Food Service personnel, faculty and district administration.
- ☞ Enjoy people and possess the ability to work well with all age groups.
- ☞ Coordinate Culinary and Educational Class

Food Service Director (FSD) Hiring Compliance:

☞ Exemplary Qualifications of Our FSD:

By employing highly qualified professionals with extensive experience and ensuring all staff meet the required standards, we demonstrate our unwavering commitment to providing exceptional service. Our proactive stance in staff development and compliance guarantees that the food service program is managed by a team that is not only qualified but also dedicated to excellence and innovation in school nutrition. This level of expertise not only meets but surpasses the USDA’s minimum requirements for districts with large student enrollments.

- ☞ **Broad Educational and Professional Background:** The FSD’s background in culinary artistry, and business, coupled with a deep understanding of food service management, positions them to effectively lead and innovate within your food service operations.





Ensuring Staff Meets USDA Standards:

- ☞ **Rigorous Recruitment Process:** Our recruitment process rigorously adheres to the USDA's standards. We ensure that all our staff, from chefs to nutrition experts, meet the required educational and professional criteria relevant to their roles.
- ☞ **Continuous Professional Development:** Taher invests in ongoing training and development programs for our staff, ensuring they stay abreast of the latest trends and regulations in school nutrition. This commitment to professional growth ensures that our team not only meets but continually exceeds the required standards.
- ☞ **Comprehensive Verification Procedures:** We have established thorough verification procedures to confirm that all staff qualifications align with the USDA's guidelines. This process includes regular reviews and updates of staff credentials and professional experiences.

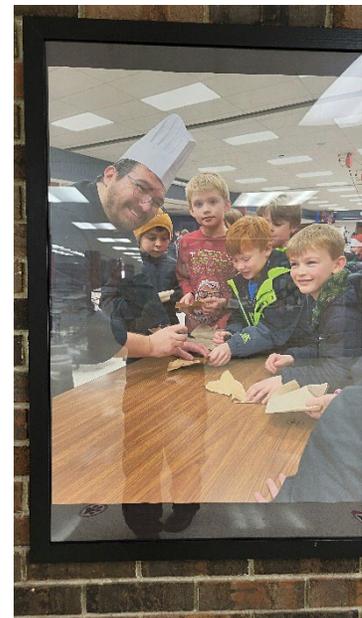
Taher's Food Service Director plays a pivotal role in fostering robust partnerships with our clients and communities. The FSD's proven skills in building and maintaining these relationships have been instrumental in the positive outcomes and increased engagement experienced by our school clients. Taher, Inc. will always ensure we have the best-fit for your district in the food service director's position that matches your school district's initiatives. We credit our success with our clients in recruiting and employing qualified managers who fit the district's culture and community.

The FSD will also facilitate monthly employee meetings and periodic training seminars. They will oversee all personnel relations, including selecting, training and supervising employees across multiple buildings, with a commitment to excellence.

PARTNERSHIP SKILLS OF THE FSD WITH CLIENTS AND COMMUNITIES

Long-Term Client Partnerships:

- ☞ **Decades of Consistent Service:** Our FSD has been central to nurturing long-standing partnerships with school districts, some spanning over 30 to 40 years. A prime example is the enduring relationship with Plainview-Elgin-Millville Community School District, a client since 1982. The FSD's ability to understand and adapt to the evolving needs of the district has been key to maintaining this lasting collaboration.



Educational Initiatives:

- ☞ **Kids in the Kitchen Program:** Our chefs and directors love to offer our 'Kids in the Kitchen' classes, where school students learn essential cooking skills, recipe reading, and food safety practices. These classes, involving teachers and administration, not only educate but also build excitement about cooking and healthy eating.





☞ **Monthly School Promotions:** Our Leadership Team oversees monthly promotions that bring excitement to campuses and **communities**. These promotions include distributing flyers, featuring special menu items, and organizing events that align with the promotions, effectively increasing program participation.



TAHER "KIDS IN THE KITCHEN" PROGRAM

Rebecca’s track record in developing strong partnerships with existing clients and communities is a testament to Taher’s commitment to collaborative success. Through innovative programs, community involvement, and a deep understanding of client needs, the FSD has successfully enhanced student engagement and participation in school nutrition programs. This expertise and dedication make the FSD an invaluable asset in our partnership with the SFA, promising a continuation of this positive impact.

RIGHTS OF THE DISTRICT

Taher, Inc. is in agreement that the administration of the school district may reserve the right to require a change in the food service director during the term of the agreement. Should a change in food service director be necessary, Taher, Inc. will screen and interview all potential candidates. The candidates most qualified will interview with district representatives as assigned. Both Taher and the district will agree on the candidate selected.

During this Agreement and for two (2) years following its termination, Muskego Norway School District will agree not to hire for any position, or permit the hire in its Food Service Program by another independent contractor, any supervisory person employed by Taher, Inc. without written consent from Taher, Inc. Such consent may require a payment of a liquidated sum of two and a half times the employee’s annual salary to compensate Taher, Inc. for its employment investment expense.

TAHER, INC. IS AN EQUAL OPPORTUNITY EMPLOYER





ENSURING SFA ACCESS TO DISTRICT MANAGER AND REGISTERED DIETITIAN

In alignment with the specific requirements set forth for the food service program, Taher emphasizes the importance of providing accessible and dedicated support through our key personnel. Our District Manager and Registered Dietitian are not only seasoned professionals in their respective fields but are also committed to being readily available to meet the dynamic needs of your District. Our Audit Team, Food Service Specialist, and Regional Chef will offer be available to support our on-site staff should they be needed.

Availability Commitment:

- ☞ **Immediate Accessibility:** Our District Manager and Registered Dietitian prioritize the SFA's needs, ensuring they are available for consultations, guidance, and support on an as-needed basis. This commitment to accessibility underlines our dedication to responsive and adaptable service.
- ☞ **Top Priority for SFA Needs:** The needs and inquiries of the SFA are a top priority for our team. Both professionals are equipped to provide timely and effective responses, ensuring that the SFA receives the support it needs whenever it arises.

The profiles of our District Manager and Registered Dietitian, which are detailed further below, showcase their extensive experience and qualifications. Taher's commitment to making these key personnel available to your District as needed is a testament to our understanding of the importance of continuous and effective communication in ensuring the success of the school food service program. With Taher, the SFA can be confident in having a supportive and expert team always within reach.

The resume for Rebecca Derke is included on the following page:





Rebecca Derke

Food Service Director

N8866 Hannah Rd
Belleville, Wisconsin, 53508
rebecca.derke@ngsd.k12.wi.us
6084389084



Strong believer in attention to detail and organization. Innovative professional with a strong track record of exceeding budgets. Engaging our team with the students and staff, building strong relationships, and creating a friendly and enjoyable food service experience.

Professional Experience

Food Service Director Taher Inc. | September 2015 - Present

I have successfully managed and operated the food service programs at New Glarus School District and Monticello School District with 12 employees for the last 8 years. I have met or exceeded our budgets every year as director. I have built strong teams with great leadership and reliability. I have strong client relationships and have built a great program at both of my districts. I am responsible for meeting our budget by controlling costs and generating revenue, catering, inventory, weekly flash reporting, financial month end reports, all DPI requirements, continued training of all staff, developing my managers, employee retention, overall execution of all food service program services.

Kitchen Manager Taher Inc. | September 2014 - September 2015

Managed and operated the kitchen at New Glarus Elementary School. I was responsible for ordering supplies, cooking the meals, serving customers, catering, data entry, record keeping, kitchen maintenance and cleaning, communicating with the client, and employee management.

Bakery Manager Roundy's Supermarkets | January 2007 - August 2014

I was in charge of the bakery department at Pick N Save in DeForest. I was responsible for ordering all food and supplies for the department, inventory, baking, frying donuts, packaging, merchandising, cake decorating, managing staff, customer service expertise, understanding the PNL and financial operation of the business.

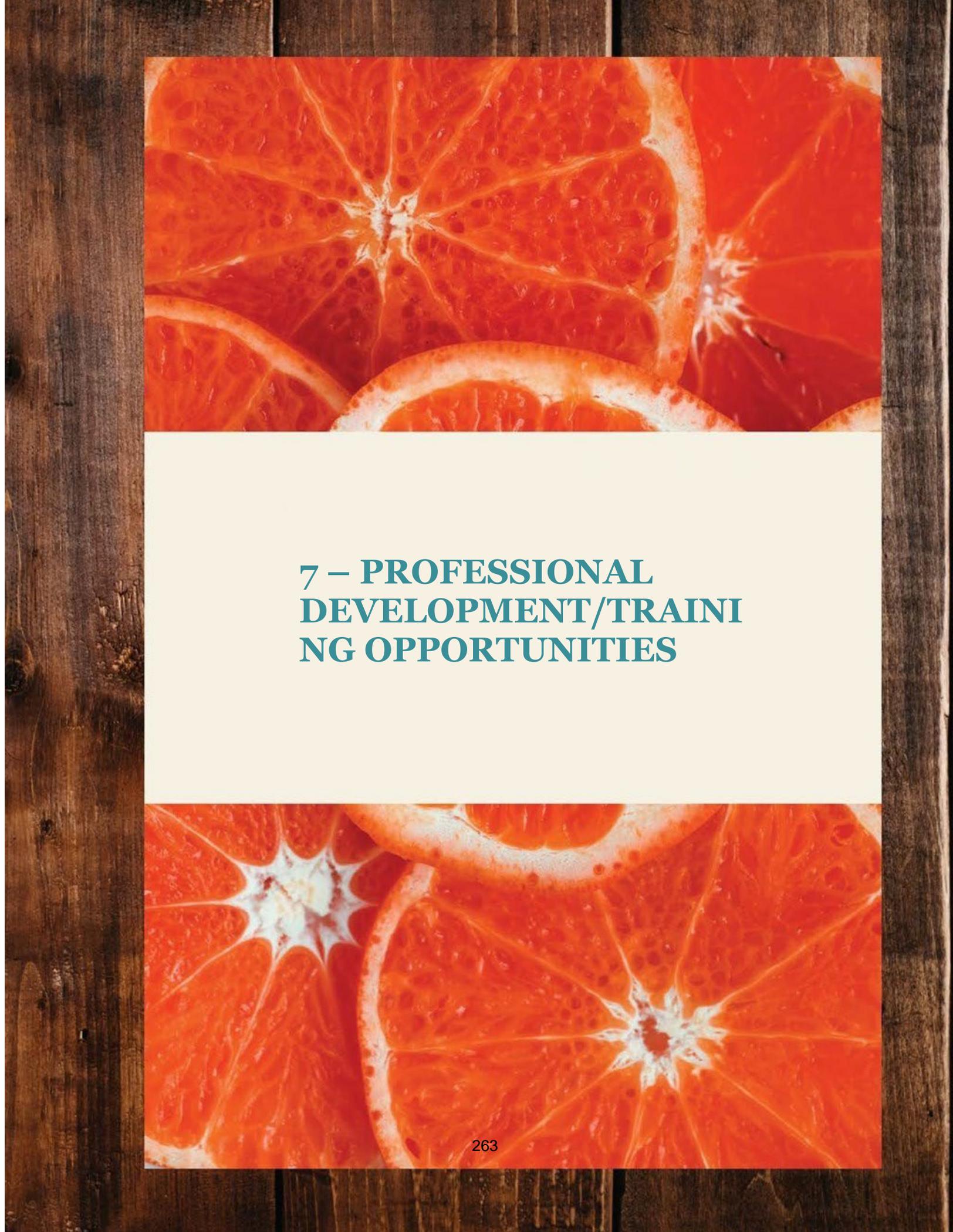
Education

High School Diploma Madison East High School at Madison, WI

Key Skills

- Detail Orientated
- Very Organized
- Exceptional Customer Service
- Business Management
- Communication
- Financial Understanding of Business Operations
- Reliable and Efficient
- Creative Thinking
- Computer Skills
- Merchandising



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7 – PROFESSIONAL DEVELOPMENT/TRAINING OPPORTUNITIES



PROFESSIONAL DEVELOPMENT / TRAINING OPPORTUNITIES

PROFESSIONAL DEVELOPMENT/TRAINING OPPORTUNITIES

Taher's training and career development programs are designed to nurture the skills and potential of its employees, providing a pathway for professional growth within the organization. The combination of hands-on training, continuous learning opportunities, and a focus on diversity creates a supportive and dynamic environment for career advancement in the culinary and hospitality industry.



Upon hiring, new employees are introduced to Taher's extensive training programs, designed to hone their skills and ensure adherence to the company's high standards. Taher's state-of-the-art training encompasses both technical culinary techniques and soft skills such as customer service and team collaboration, preparing employees to excel in their respective roles from day one. Training is customized and interactive, utilizing a variety of in-person sessions, audio/visual materials, online web-based modules, and hands-on sessions to deliver key concepts and topics.

Taher's comprehensive training and career development initiatives include:

FOR MANAGEMENT

Central to Taher's training and professional development are its two propriety programs: Taher University and the Chef's Council Forum. Available to Taher staff, these programs provide a platform for continuous improvement and learning.

- ☞ **Taher University:** A unique educational program offering in-depth culinary training, emphasizing practical skills, food quality, cooking techniques, and cost control. A 6-month program focusing on fundamental cooking techniques, utilizing modern learning management software and chef mentors for a comprehensive learning experience.
- ☞ **Chef's Council Forum:** The Chef Council explores culinary trends, while the annual Chefs Culinary Forum provides a platform for collaborative learning and innovation.

Comprehensive Training Program: Managers undergo extensive training covering a wide range of topics, including culinary techniques and operational best practices.

Training Materials: The training is encapsulated in Taher's Concepts & Branding Manual, Food Service Director Blueprint, and other guides, providing a structured learning path.

Ongoing Training: Managers receive continuous training in nutrition, wellness, safety, sanitation, and diversity to stay abreast of industry best practices.





Manager Meetings and Seminars: Regular meetings and seminars provide a platform for networking, idea sharing, and staying updated on company policies.

Peer Review Program: Encourages managers to visit other districts, fostering knowledge sharing and continuous improvement.

Career Path Development: Taher supports the career growth of its managers through continuous learning, providing opportunities for advancement within the organization.

FOR HOURLY EMPLOYEES

- ☞ Orientation
- ☞ **ServSafe® Certification:** Key kitchen personnel maintain ServSafe® certification to ensure compliance with the latest USDA Food Codes and Health Department requirements.
- ☞ **In-Service Training Sessions:** Monthly sessions cover essential topics such as food cost awareness, menu planning, safety, and sanitation to keep kitchen personnel updated.
- ☞ **Interactive Learning:** Utilizes materials from the "Taher Lending Library" and online resources for engaging and informative training modules.

FOR ALL EMPLOYEES

Taher invests in human capital through various training initiatives, including daily pre-service meetings, monthly employee training and safety meetings, regional training, and the "Each One, Teach One" principle, encouraging mentorship. The company's Healthy Is the New Cool® initiative promotes employee well-being through group events, fitness activities, and a supportive community.

- ☞ **Diversity and Inclusion Training:** Fosters a cohesive and welcoming work environment across dimensions such as religion, ethnicity, and sexual orientation.
- ☞ **Monthly Safety Training:** Focused on cultivating a culture of safety, reinforced through safety communication boards in each kitchen.

PERSONNEL AND HUMAN RESOURCE PHILOSOPHY

Taher recognizes that its most valuable asset is its people. The Taher Personnel and Human Resource Philosophy is grounded in the belief that a motivated, skilled, and diverse workforce is fundamental to success. Taher is committed to fostering an inclusive and collaborative work environment where every individual is not just an employee but an integral part of the Taher family.

Key Tenets of our Philosophy:

1. **Investing in Growth:** We believe in continuous learning and development. Our philosophy involves investing in the growth of our employees through comprehensive training programs, workshops, and opportunities for skill enhancement. We view professional development not just as an investment in our individuals but as an investment in the collective success of Taher.





2. **Nurturing Diversity and Inclusion:** Taher thrives on diversity. We actively seek and embrace individuals from varied backgrounds, recognizing that diverse perspectives fuel innovation and creativity. Our commitment to inclusion is embedded in our hiring practices, professional development opportunities, and the creation of an environment where everyone feels valued and respected.
3. **Work-Life Balance:** We understand the importance of a healthy work-life balance. Our philosophy encourages a workplace culture that prioritizes the well-being of our employees, fostering an environment where they can thrive both professionally and personally. We believe that a balanced life contributes to increased productivity and overall job satisfaction.
4. **Open Communication and Collaboration:** Transparent communication is the cornerstone of our human resource approach. We encourage an open dialogue between all levels of the organization, promoting a culture of collaboration and idea-sharing. This philosophy ensures that every team member feels heard, valued, and connected to the broader vision and goals of Taher.
5. **Recognition and Appreciation:** We believe in acknowledging and celebrating the achievements of our team members. Our philosophy includes a robust recognition program that highlights individual and collective accomplishments. We understand that a culture of appreciation motivates and inspires employees to strive for excellence.
6. **Adaptability and Flexibility:** In a dynamic work environment, adaptability is key. Our human resource philosophy embraces flexibility, recognizing the evolving needs of our workforce. We strive to provide flexible work arrangements that cater to individual preferences and promote a positive work experience.

In summary, our Personnel and Human Resource Philosophy at Taher revolves around people-first principles. By prioritizing growth, diversity, work-life balance, communication, recognition, and adaptability, we aim to create an environment where every member of the Taher team can thrive, contribute meaningfully, and find fulfillment in their professional journey.

CODE OF ETHICS

Taher Inc. prioritizes ethical business practices and integrity in its contract-related activities. We have established a comprehensive code of standards of conduct for its employees engaged in contract award and administration. Taher strictly adheres to a code of standards that prohibits any participation by employees, officers, or agents in contract selection or administration if it would result in a conflict of interest, whether real or apparent. Moreover, Taher Inc. enforces a stringent policy that prohibits its officers, employees, and agents from offering, soliciting, or accepting gratuities or any monetary benefits. A copy of our Code of Ethics is attached to Section 11.





APPRECIATION

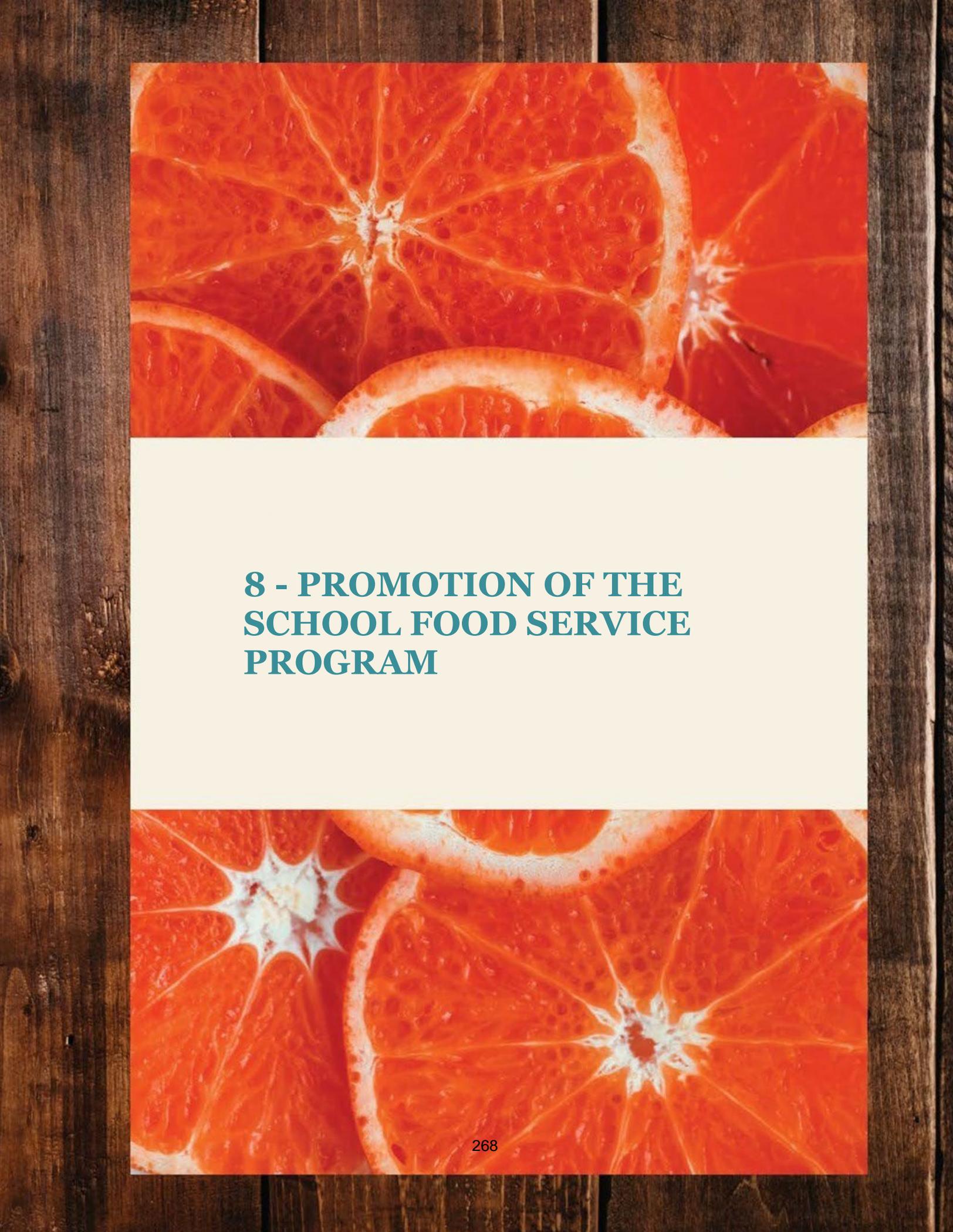
Based on our belief that you must acknowledge and celebrate the achievements of our team members, we have “Years of Service” pins that are given as a recognition for our employees year of service. Each year, on their anniversary date, all employees are recognized with a Thank You card. Service pins begin at year 5 and are given at each 5-year increment of service.

Our philosophy includes a robust recognition program that highlights individual and collective accomplishments. We understand that a culture of appreciation motivates and inspires employees to strive for excellence and celebrate when we can.



Rebecca -
The Admin Team thanks you for continually going above + beyond for our students + staff! It's been quite a journey through Covid + we have been so thankful to be on the journey with you. You've adapted + changed with grace + have helped us solve very difficult challenges along the way. We are so fortunate to have you as part of the N65D team!
With Gratitude, Jennifer (+ Admin Team)

Rebecca, 9-1-21
Just a note to say thank you for everything over the summer and the start of the school year. You are amazing! I really appreciate all you do for students and staff and I look forward to a great year ahead!
Sincerely,
Eicef

The background of the page is a rustic wooden surface with vertical planks. Overlaid on this are two horizontal bands of vibrant orange slices, showing the internal segments and white pith. The top band is at the top of the page, and the bottom band is at the bottom. A white rectangular area is centered between these two bands, containing the title text.

8 - PROMOTION OF THE SCHOOL FOOD SERVICE PROGRAM



PROMOTION OF THE SCHOOL FOOD SERVICE PROGRAM

INCREASING PARTICIPATION

Increasing Participation Through Culinary Innovation

Taher believes in creating an exciting and dynamic dining experience for the SFA to foster increased participation.

Culinary programs and strategies include:

☞ **School Promotions:** Monthly promotions are a cornerstone of generating student interest. Designed to engender excitement within the SFA and the community, these promotions feature pre-printed flyers and coordinating recipes. The goal is to create an atmosphere that captures attention and increases program participation. Examples include :

- Limited Time Offerings (LTOs)
- National Breakfast Week
- Build your own station
- Farm-to-School Day
- Holiday-themed meals for Valentine’s Day, Cinco de Mayo, St. Patty’s, Thanksgiving, etc.
- National Popcorn Day
- National Nutrition Month®
- Tour Around the World Cooking Immersion, where students get to learn about cuisines from around the globe.
- Staff Appreciation Lunch
- School events- such as graduation celebrations and end-of-year cookouts.



☞ **Chef Council:** Taher's Chef Council is a unique initiative in the school food service community. Taher's culinary experts, inspired by their extensive world travels, bring innovation to the company and team members. Exploring new ingredients, cooking techniques, upscale flavor profiles, and the latest culinary trends, our chefs contribute a wealth of knowledge to elevate the dining experience.

☞ **Chef on Display:** Taher chefs are adept at designing and executing cuisines from every culture. Through the Chef on Display program, on-site or visiting chefs prepare meals to order, offering students a real-time culinary experience. The menu reflects diverse selections from the "Chef Council Trips," allowing students to sample and enjoy international cuisines from around the globe.

☞ **Chef Education Classes:** Going beyond the cafeteria, chefs develop culinary instructional plans for students, staff, and parents. From Thai cooking classes to Sushi Rolling 101, these educational





programs extend to nutrition courses. Classes provide a unique opportunity for direct interaction between students and chefs, fostering a deeper understanding of culinary arts outside the traditional cafeteria setting.

- ☞ **Culinary Classes:** Taher's Culinary Arts program goes beyond basic skills, encompassing food safety, menu development, task prioritization, and problem-solving under pressure. Tailored for students aspiring to pursue a culinary arts career, the program, led by Taher's team of chefs, mentors students to hone their skills and techniques. Whether initiating our signature culinary program or enhancing an existing one, we aim to prepare students for a successful culinary future.

We also tailor our materials to fit the needs of your staff and school. As always, special events are planned separately and based on student level. Promotions we'll offer in your district include:

- A district wellness event for faculty and staff
- Engaging cooking classes for faculty, staff, and parents at a nominal fee
- Wellness Day program for students focused on healthy eating
- Lunch with a chef

In summary, Taher's culinary initiatives are designed not only to enhance the dining experience but also to nurture a love for diverse cuisines, promote education, and inspire students to explore the exciting world of culinary arts.

UNIQUE FOOD OFFERINGS

At Taher, we take pride in designing district-specific menus tailored to student preferences, incorporating a 6-week seasonal menu approach. These dynamic menus are crafted by a committee of food service experts, registered dietitians, and chefs, leveraging customer feedback and program acceptability. A commitment to freshness and variety is evident in seasonal menus, meticulously curated to complement the flavors of fall, winter, and spring.

Key Menu Planning Initiatives:

- ☞ **Seasonal Variety:** Menus showcase a diverse range of recipes that resonate with each season. This ensures the utilization of fresh, seasonal fruits and vegetables while optimizing recipe production and ingredient procurement. For instance, in February, students may enjoy a Chicken Tinga Tostada, highlighting shredded chicken and toppings served on a fried tortilla.
- ☞ **FOOD4LIFE® Nutrition Mission:** Recognizing the increased emphasis on nutrition awareness, Taher embraces initiatives like FOOD4LIFE®. This program aims to educate students and faculty about the significance of a healthy lifestyle and the power of nutritious eating habits. This commitment to wellness and nutrition extends across all our partnerships.
- ☞ **Café Food Court Concepts:** Taher introduces innovative Café Food Court Concepts, providing students with enticing and satisfying menus. Choices abound, covering breakfast, lunch, snacks, dinner, a la carte options, adult meals, and catering. Offerings include a Chef-On-Display Station,





Classic Café Hot Entrées, freshly baked rolls, Hot Sandwich and wrap selections, Entrée Salads, freshly prepared Soups, Signature Homemade Pizza, Mexican Grill selections, and a variety of grab-and-go a la carte items. The Hydration Station offers fresh fruit and vegetable-infused flavored waters.

- ☞ **Fresh Fruit and Vegetable Bar (FFVB):** All students have access to the essential Fresh Fruit and Vegetable Bar, featuring a wide array of options. From apples, oranges, and grapes to salad mix, celery, baby carrots, and fresh broccoli, Taher collaborates with local farmers to introduce seasonal produce such as cantaloupe, watermelon, and pears.
- ☞ **Gluten-Free, Special Diets & Allergies:** Taher prioritizes inclusivity by offering gluten-free, vegan, vegetarian, and dietary-sensitive menu options. Our corporate dietitian works closely with school nurses to address individual student needs, ensuring a comprehensive understanding of restrictions. Carbohydrate counts, crucial for diabetic students, are readily available on the SFA's food service website.
- ☞ **K-12 Plant-Based LTOs - Plant One On Me:** This program provides plant-based menu options throughout the year on our menu. These are exciting dishes to encourage and introduce new flavors, textures and combinations to help expand our staff and customers beyond meat.

The staff will learn new recipes and be able to assist the chef in preparing and promoting the plant-based dishes for the customers. The chefs will prepare and help educate the staff and customers about the usage of different proteins to build excitement and interest. Each month the FSD will add the Plant-Based Menu Item to the menu, print flyers and post, train the staff and chef with the education materials, and purchase the appropriate ingredients. The FSD will ensure communication with the school administration occurs so as to promote in as many different locations as possible.



In summary, our menu planning philosophy revolves around creativity, freshness, and inclusivity, fostering a dining experience that not only meets dietary needs but also delights and engages students in a world Here are the avenues we will travel- down.





June Communication from the Menu Committee

HYDRATION STATION - INFUSED WATER -



Featuring HOM Vegetable - Cucumber, Lemon and Mint -



Featuring HOM Vegetable & Fruit - Tomato and Cucumber -



Featuring HOM Herb - Lemon and Cilantro -

FRUIT	VEGETABLE	HERB/SPICE
Tomato	Cucumber	Cilantro

FARM FRESH Fridays JUNE 2023

For June's Farm Fresh Fridays...

All these beautiful Harvest of the Month options should be available to you through your local farmer!

These are the glory days!

JUNE HARVEST OF THE MONTH

Highlight this month's featured items with recipes in the Taher recipe library.

TOMATO

- SAL 074 Tomato Cucumber Salad
- SAL 079 Italian Tomato Salad
- SIDE 031 Homemade Tomato Soup
- SIDE 043 Tomato Basil Soup



TOMATO

CUCUMBERS

- SAL 001 Cucumber Ranch Salad
- SAUCE 016 Cucumber Yogurt Sauce



CUCUMBERS

CILANTRO

- TAH 009 Cilantro Lime Butter
- VEG 038 Cilantro Lime Rice



CILANTRO

If you have questions about the promotions, contact: Kathleen Woodward - k.woodward@taher.com • Trent Taher - t.taher@taher.com

February A la Carte Ideas from the A la Carte Committee

We have some recipes to keep your kiddos happy through this winter month!

Celebrate our HOM Fruit-Kiwi with this great recipe!

Minimum Selling Price: \$1.75, 1 portion per order

NSLP A la Carte Smart Snack Compliant Offerings

Funky Fruit Salsa

Ingredients:

For 30 Servings	Amounts	Directions
6 cups	1.5 cups	1. Combine all fruit together in a bowl gently stir together.
5 cups	3 cups	2. Pour lemon juice and honey over the fruit and with pita chips.
3 cups	6 cups	3. Serve the fruit salsa in a bowl or small cup with pita chips.
6 Tbsp	12 Tbsp	Pita chips:
18 each	1.5 tsp	1. Pre Heat the oven to 375°F
1.5 tsp	1.5 tsp	2. Slice the pita circles down the middle and slice open and separate so you have thin pieces.
		3. Cut each half into 4 triangles, spray with butter pan spray, sprinkle with sugar and cinnamon.
		4. Bake at 375°F for 7 min.
		5. Let cool
		CCP: keep cold food cold at 41°F or below in refrigerator for cold service
		Notes:
		• Pita Bread - 70 grams each
		• Kiwi - 12 oz. as purchased
		• Strawberries - 2.5 lb. as purchased
		• Apples - 6 medium as purchased

Serving Size: 4.5 oz. fruit salsa and 4 pita chips Yield: 36 each servings 5/8 Cup Fruit and 1 1/4 oz. eq Grain

Nutrition Analysis
 Calories: 144 kcal
 Cholesterol: 0.0 mg
 Protein: 3.83 g
 Sodium: 145.69 mg
 Vitamin A: 237.05 IU
 Total Fat: 1.10 g
 Total Carbohydrate: 38.16 g
 Vitamin C: 33.94 mg
 Saturated Fat: 0.16 g
 Dietary Fiber: 4.80 g
 Calcium: 22.0 mg
 Trans Fat: 0.0 g
 Sugar: 9.97 g
 Iron: 1.27 mg

Share the LOVE!

MARCH Communication from the Menu Committee

HARVEST OF THE MONTH

FRUIT	VEGETABLE	HERB
Orange	Rutabaga	Ginger Root

Look what's on Taher's HOM Cutting Board!

ORANGE

- SAL 010 Orange Coloslaw
- SAL 075 Orange Grapefruit Coloslaw
- ENT 051 Orange Chicken



ORANGE

RUTABAGA

- VEG 021 Rutabaga and Carrot Puree
- VEG 022 Mashed Potato and Rutabaga
- VG 059 Honey Mint Rutabaga



RUTABAGA

GINGER ROOT

- ENT 337 Kung Pao Bowl



GINGER ROOT

HYDRATION STATION



Orange and Basil



Strawberries, Orange and Mint



Ginger Root, Lemon, Limes and Mint Leaves

FARM FRESH Fridays

Try the fabulous side VEG 098 - Roasted Root Vegetables with Raspberry Drizzle! Your favorite farmer can supply you with not only the Rutabaga but the other root veggies as well. Not sure how to find a local farmer? Check out this helpful link from the USDA:

The Patrick Leahy Farm to School Program | Food and Nutrition Service (usda.gov)

If you have questions about the promotions, contact: Kathleen Woodward - k.woodward@taher.com • Trent Taher - t.taher@taher.com

HEALTHY to a "T"

Harvest of the Month

Local Apple

Fun Facts:
 There are 2.5 million varieties of apples in the U.S. and over 2,500 varieties throughout the world. The average apple weighs 130 grams and contains 170 kcal. The average apple has 11g of fiber and 1.5g of protein. The average apple has 1.5g of fat and 1.5g of sugar. Many of the varieties are made in an apple orchard in the state of Washington. 20% of the apples in the U.S. are grown in Washington.

Your Food Journey... what was, what is and what will be

Each person's food journey is going to be a little bit different—some will be anything from an early age, while others will be hesitant all the way up through adulthood.

You can influence the way your family approaches meals and, in turn, their Food Journey. At Taher, we continually develop creative ways to encourage new tastes and habits that will introduce people to new nutritional opportunities.

For our customers, the Taher Menu focuses on diversity, sustainability, adventurous palates, love of culinary self-expression, and a desire for functional food.

The Food Journey campaign can go in many directions and be relevant to everyone on some level. This campaign, Your Food Journey, what was, what is and what will be, is aligned with the way individuals feed about the climate and how the food they are eating is produced and harvested. This forward-thinking campaign will be on display in your local Taher Cafe throughout the year, so keep an eye out!

Julianne Gardner, RDN, LD, Corporate Dietitian, Taher, Inc.

HARVEST OF THE MONTH RECIPE—SEPTEMBER

Apple Cheddar and Bacon Quesadillas

Yield: 1 serving

2 6" flour tortillas
 1 shredded cheddar cheese
 1 medium apple, thinly sliced
 2 strips bacon, chopped, cooked, drained
 salt, to taste
 pepper, to taste

- Heat a large route pan over medium heat. Spray lightly with non-stick spray.
- Create your tortilla stack with 1 flour tortilla, add cheddar cheese, apple slices and bacon. Top with salt and pepper to taste. Add one more tortilla on top.
- Heat for 3-4 minutes a side, flipping once, until tortillas are golden brown and cheese has melted completely.
- Move to a cutting board, allow to cool for a minute, then cut into triangles. Enjoy!

NUTRITION SNAPSHOT—1 serving
 580 calories, 30g total fat, 21g saturated fat, 100mg cholesterol, 31g protein, 61g carbohydrate, 1100mg sodium, 4g dietary fiber



Details of our Food Journey Initiative:

AUGUST/SEPTEMBER

Start from Scratch

Highlight scratch-made recipes using HOM and summer fruits and vegetables. HOMs for August and September are plum, pear, sweet pepper, eggplant, basil, and mint.

OCTOBER

Fascination with Fermentation

Highlight quick pickles and other fun and easy fermenting recipes. Explain fermenting and the importance of preserving food in different ways.

NOVEMBER

Scents and Sensibilities

Focus on aromatics and the role they play in satisfying our taste and extending budgets.

DECEMBER

#want #need #delicious

Healthy, indulgent choices.

JANUARY

Scrumptious Scraps- Upcycled Food

Using ugly produce and cheaper cuts of meat and achieving the same nutrition and pallet pleasing meals.

FEBRUARY

Cultural Connections

New Year- try cuisine from another culture and compare how those dishes resemble dishes from American culture.

MARCH

Go ahead, play with your food!

Flavor Fusion USA.

APRIL

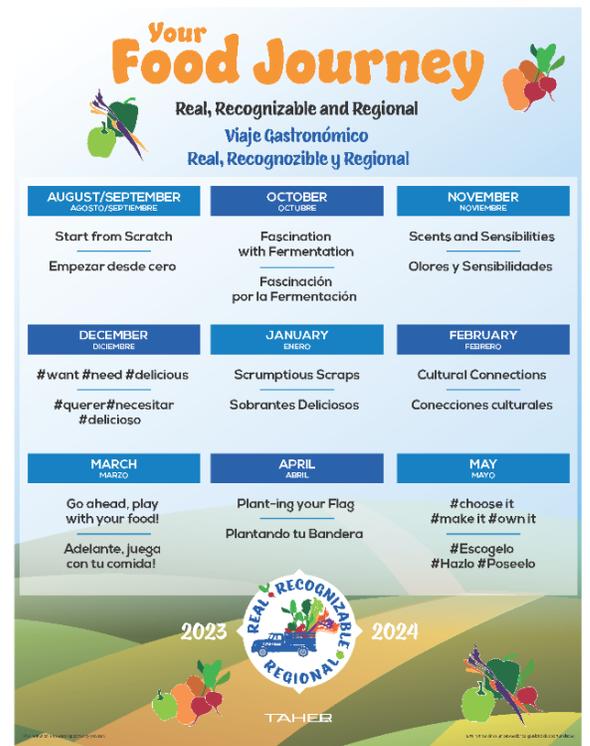
Planting your Flag

Ode to 100% plant-based foods- chemical free too.

May

#choose it #make it #own it

Shop for it, grow it, create it, share it...ways to spread food equality and choose nutritious foods that make for a better you.





Food Concepts and Signage:

High School (Yes Chef!); Middle School Nutra Café YUM!; Elementary School Seedling Cafe





CATERING





HOLIDAY THEMED MEALS

Happy Valentine's Day



MAY
Cinco de Mayo
A la Carte Ideas
from the A la Carte Committee

Cinco de Mayo Fruit Kabobs
Minimum Selling Price: \$6.75
1 per order

Cinco de Mayo Kabobs
Minimum Selling Price: \$6.75
1 per order

Rice Krispies Treats Maracas

Rice Krispie Mbracas
Minimum Selling Price: \$2.50
1 per order

TACO DIP
Minimum Selling Price: \$2.50
1 per order

Sombrero Cookies
Minimum Selling Price: \$150
1 per order

Cinco de Mayo Piñata Cookies
Minimum Selling Price: \$2.50
1 per order

Cinco de Mayo Piñata Cookies Recipe

MARCH
A la Carte Ideas
from the A la Carte Committee
ST. PATRICK'S DAY

Rice Krispie Topiary
Minimum Selling Price: \$6.75 each

Justly Obamas Rice Krispie Treats
Add food coloring and fuzzy charms to your Rice Krispie treat and let it be St. Patrick's Day, no wait!

Shamrock Rice Krispie Treats
A delicious cookie cutter works great!

Irishpudding Treats
Minimum Selling Price: \$6.75 each

1. Add green chocolate.
2. Dip a marshmallow and a vanilla wafer in the melted green chocolate to make a leprechaun hat.
3. Pipe a line of green cake gel for the hair.
4. Add cake sprinkles!

Rainbow Fruit Skewers
Minimum Selling Price: \$9.25 each (includes \$2.50 base)

Slice fruit to mimic a rainbow using decorative food picks from Walmart.

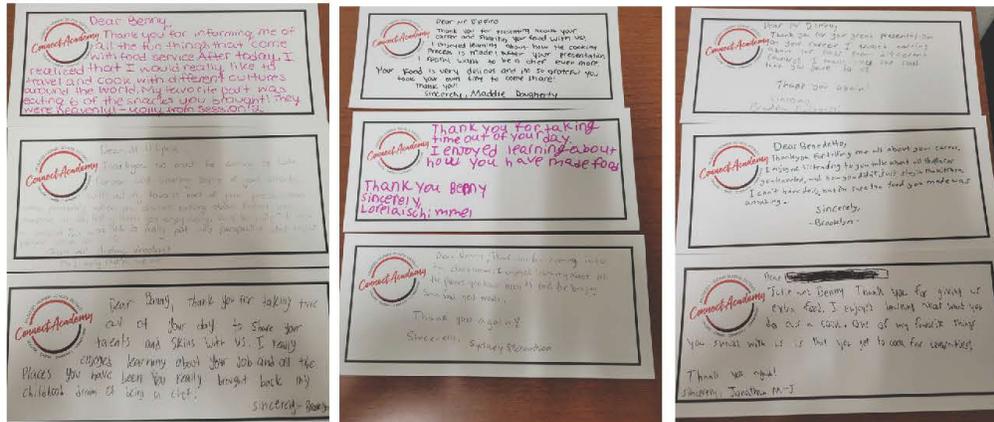
4 Promotions

Taher, Inc. Proprietary and Confidential Information





STAFF APPRECIATION

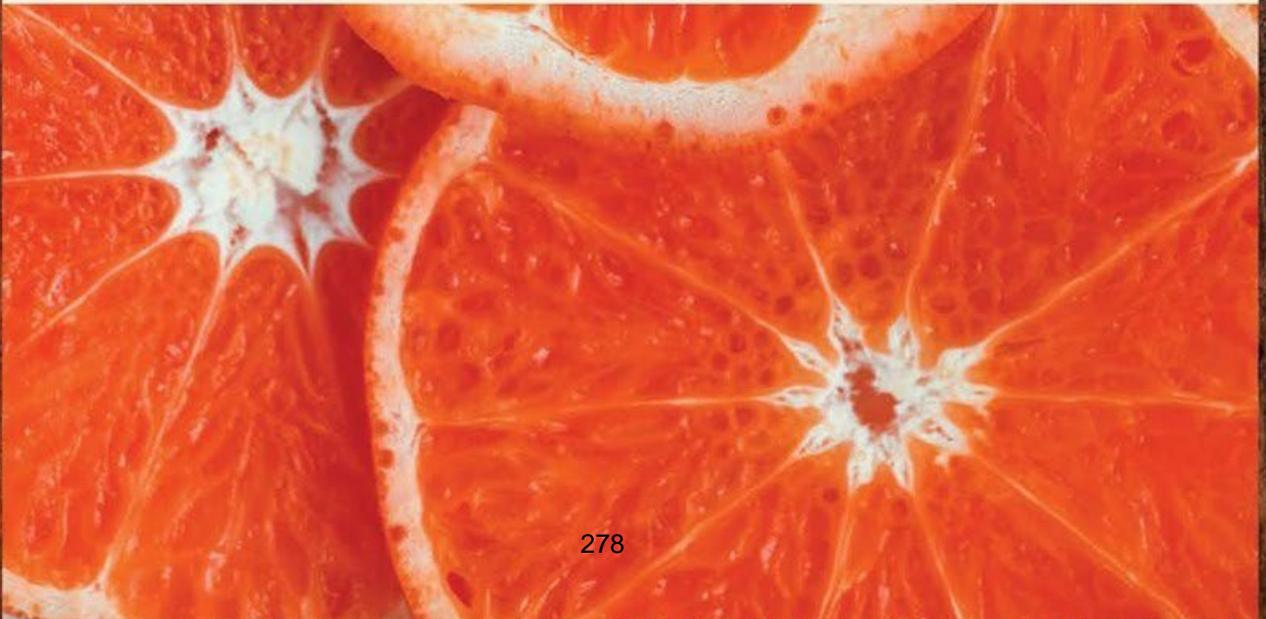


SCHOOL EVENTS





9 - INVOLVEMENT OF STUDENTS, STAFF, AND PATRONS





INVOLVEMENT OF STUDENTS, STAFF, AND PATRONS

Involvement of Students, Staff and Patrons: 5 points
o Provide examples from two different clients of the involvement of students, staff and patrons.
o proposal must contain examples of the Offeror's experience of proven customer service excellence to all patrons, including references to support the level of involvement.





INVOLVEMENT OF STUDENTS, STAFF, AND PATRONS

Example 1: Engagement Initiatives at Oconto Unified

At Oconto Unified, Taher faced the challenge of low trust levels among students and parents toward the school's food service. To address this and build a strong, positive relationship with the school community, Taher implemented a series of engagement and outreach initiatives.

- **Free Food and Chef Demonstrations:** To foster familiarity and trust, Taher provided free food to students and organized chef displays and demonstrations. These events served as an interactive platform for students and parents to experience the quality and variety of our offerings first-hand, breaking down barriers and building rapport.
- **Active Participation in School Events:** Taher representatives attended registration events, providing an opportunity to introduce ourselves directly to students, parents, and district staff. This presence at school events was crucial in demonstrating our commitment to the school community and our willingness to listen to and respond to their needs.
- **Outcome:** These efforts led to a marked increase in trust and engagement from the school community. The proactive approach adopted by Taher resulted in a successful partnership with Oconto Unified, showcasing our ability to adapt our services to meet the specific needs and preferences of the school community.

Example 2: Customer Surveys at Peshtigo School District

In the Peshtigo School District, Taher utilized customer surveys as a tool to involve students, staff, and patrons in improving service and food quality.

- **Comprehensive Feedback Collection:** The surveys were designed to gather detailed feedback on various aspects of our food service, including menu selection, meal quality, and overall satisfaction. This feedback was collected from a diverse group of respondents - students, school staff, and other patrons - ensuring a holistic view of our service performance.
- **Responsive Action:** The insights gained from these surveys were invaluable. They enabled Taher to identify areas for improvement and to implement targeted changes that directly addressed the needs and preferences expressed by the school community. This responsive approach demonstrated our commitment to continuous improvement and customer satisfaction.
- **Resulting Enhancements:** The implementation of changes based on survey feedback led to noticeable improvements in service delivery and food quality at Peshtigo School District. The active involvement of the school community in this process not only enhanced the dining experience but also fostered a sense of ownership and satisfaction among all stakeholders.

These examples from Oconto Unified and Peshtigo School District illustrate Taher's commitment to engaging with and responding to the needs of students, staff, and patrons. By adopting a customer-focused approach and actively seeking input from the school community, Taher has successfully enhanced service quality and built strong, collaborative relationships with its clients.





Q5: What items does your child like on our menus so far?

Top Picks: Fresh Fruits & Veggies, Pizza, Baked Potato Bar, Breakfast for Lunch, Cheeseburgers, Cheesy Bread, Chicken Nuggets, Chicken Tenders, Chicken Wings, French Toast/Sticks, Mashed Potatoes, Nacho Bar, Salads, Wraps and Sandwiches, Walking Tacos, Pulled Pork, Friday Desserts, Corn Dogs, Sushi, Pasta, Fresh Salad Bar, Fajitas, Mac and Cheese, Quinoa Salad, Popcorn Chicken, Shepard's Pie, and the list goes on!

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- *My kids love everything!*
- *All the fresh and homemade ingredients in everything. They try items they normally might not even like because they know it will be delicious and taste like real food. Thank you!*
- *My son has loved at least one of the options every day. He raved about the pretzel bites with cheese and the chicken tenders!*
- *They have raved about the food this year. Well done Taher, all lunch preparers, and the Altoona school for making such a positive change!*
- *I am not sure, but one of my children is now buying school lunch as opposed to bringing his lunch.*
- *Last year the milk was warm and tasted bad to the kids. This year it is cold and actually tastes like milk.*
- *Fresh Fruit and Vegetable Bar is a hit!*
- *My child is a vegetarian (not vegan) and likes the fresh fruit/veggie options.*
- *She has really like everything she has tried.*
- *My kids love everything!! They both have mentioned that it's fresh just like at home. Thank you for the positive change this year. Healthy yet tasty food is what our kids need! I haven't heard a complaint about any lunch options.*
- *Everything! They love the options and the fact that it all tastes delicious!! Thank you for changing!!!*
- *He says every single thing is better this year and he was particularly excited about the "awesome meatloaf sandwich."*
- *They are a big fan of the increased choices for menu items like Mexican and Italian. They both say that the regular items such as chicken strips taste a lot better as well.*
- *Nearly everything has been excellent according to my children. Snacks have been very popular as well - especially fruit & cheese!*
- *My son hasn't mentioned anything specific that he really likes but he hasn't complained so that is a win!*
- *My Senior said "Now the food finally tastes good!" "Mom, you can put more money in my food account this year!" He commented on the fresh watermelon on one of the first days back to school. He said he has talked to the "CHEF" and was impressed that the "CHEF" asked for their feedback at lunch.*



Q6: What items does your child not like on our menus so far?

Although most students liked everything, there was a minority who disliked the same items that others said they loved in the previous question.

Parents most often commented to this question with a similar answer ~ their kids like what they've tried so far with no complaints!

- *She seems to like everything.*
- *Very few items he doesn't care for.*
- *...honestly, nothing!*
- *They haven't disliked anything yet.*
- *So far he likes what he has tried.*
- *He likes everything so far.*
- *There hasn't been anything that my kids said they wouldn't eat again (and this is coming from two very picky eaters).*
- *Hasn't complained yet.*
- *They haven't mentioned anything they don't like.*
- *Like everything tried.*
- *No complaints yet – amazing!*





Q7: What can we improve to make service or menus better?

Common improvements include the following:

- *Make the lines easier to navigate ~ lines are too long (this was the most common suggestion for improvement)*
- *More vegetarian items*
- *Identify the stations more clearly so students know which options are available ~ better communication*
- *Although the menu sounds very interesting, the food combinations are a little too sophisticated*
- *Larger portions*
- *More international foods*
- *More homemade food*
- *Food throughout the lunch period*
- *Meat-free option as a choice*
- *Email the lunch menus*
- *Two choices at the elementary instead of three ~ keep it simple for the younger students*
- *Offer samples of some of the different items (such as Asian dishes, etc.) on a day that they are served*

For the most part, comments like these were common when responding to this question:

Please keep this program. That's all you can improve. Keep it. Please.

Big improvement from last year...if we could speed up the lunch line that would make the experience even better.

My kids seriously rave about the lunches now! They used to always want to pack lunches, now they always want hot lunch (and I feel good about letting them eat it). Thank you!!!

Everything is great, we're incredibly happy with the hot lunch program this year! Thank you!



CUSTOMER SERVICE EXCELLENCE

Involvement and Communication

Hands-on involvement and straightforward communication lead to tasty moments.

Superior quality combined with superior ingredients helps us bring superior dining and catering services to our customers. But the only way to be superior is to welcome and value the opinions of the school community, including those of staff, students, faculty, and guests of your school.

You're invited to our Staff Luau!



March 31st, 2022

Please join us in the office over your lunch hour for a delicious Hawaiian meal prepared just for you. Drinks will be included.

What's on the menu?

- Build your own Luau street Taco/Slider (flour tortilla or Slider buns) with a choice of:
 - Hawaiian Island Pork
 - Ropa Vieja (Shredded Beef)
 - Jamaican Jerk Chicken
 - Samoan BBQ Jackfruit (vegetarian option)
- Tropical Coleslaw
- Island Sweet Rice
- Fresh Fruit
- Spiced Chocolate Avocado Mousse





As a company that works with food, we enjoy getting to know what’s working and what isn’t, and what people are liking and what they’d like more of. And, since customer service is the cornerstone of our business, our on-site facility directors act as a direct link to our customers and work to ensure that proper training, accountability, and general needs are met on a daily basis.

To that end, we have the following plans in place to stay involved in your school community:

- ☞ Professional menu boards and signage, both on-site and online
- ☞ Electronic surveys targeting students and the larger school community.
- ☞ Participation in fundraising activities, administrative meetings, wellness committees and school board meetings
- ☞ Planned complimentary taste testing that includes student feedback, comments and concerns.
- ☞ Available chef and foodservice mentors that work with students interested in pursuing the culinary arts.
- ☞ Promote catering events.



FARM TO SCHOOL PROGRAM

Turning farm-to-table into farm-to-school for students and the community. Interested in supporting farmers and bringing local produce into your school? We’ve got a program for that. Our Farm to School initiative gives schools access to a network of local producers while supporting sustainable farming practices and local produce sales. And, because of our on-going partnerships with these local farms, this program also offers several hands-on activities for students that are led by the farmers themselves.



Each year, we expand our network of schools that use locally sourced ingredients. Since the launch of this program in 2009, we’ve expanded to include local school/farm partnerships in every state we operate in.

THE HIGHLIGHTS

We like to say, “Go big or go home.” To that end, we’re always growing the network of farms that provide locally sourced ingredients to our schools. It’s also why we’ve participated in national-level Farm-to-School efforts. Here are a few things we’re most proud of:





- ☞ We're a proud sponsor of the National Farm to School Conference
- ☞ We've acted as advisors to the National Farm to School Network
- ☞ We've participated in state Farm to School workshops throughout multiple states.

SCHOOL GARDENS

Taher is active in helping plan school gardens and raised beds containing herbs and vegetables in many of our schools. The produce is picked to be used in the school lunch program. Signage lets students know where it grew! We partner with your school staff in promoting fresh vegetables from their school gardens.



HYDROPONIC FARMING INITIATIVES



Taher believes that access to the freshest, highest-quality food is a human right. We have ramped up sustainability efforts and are working with many of our school clients in implementing modular, vertical indoor hydroponic farming systems that grow fresh food fast.

Taher invests in this energy, water and space-efficient growing technology, which allows our stakeholders to experience hands-on the magic of growing fresh greens, herbs and even some fruits and vegetables in a hydroponic growing system. This technology can be a conduit for social and environmental change. We are also excited to promote locally grown fresh produce throughout the winter months, allowing our farm-to-school programs to continue year-round.

Some of our districts have opted to co- sponsor the Hydroponic Farming System for their students. It can be used in several ways:

- ☞ In the classroom, as part of the curriculum
- ☞ Installed in the café, operated by the food service staff, or managed by clubs or other school groups.





They can be harvested each month from one unit and can be utilized to serve students local, sustainable-grown greens (in most cases, with approval by the local Health Department). Some school districts even boast their very own special blend of greens that they chose themselves with a student taste test! Taher is excited to lead the way and assist with planting, harvesting, or simply supporting the school district in implementing the sustainable learning experience. We can provide lessons or supervision as desired. The units are portable and can easily be transferred to any other location, that is, a temp-controlled room with access to water and electricity. The 4' x 3' footprint grows up to 288 plants per growing cycle. The units require approximately \$300 per year in consumables – seeds and grow medium, which averages out to \$0.89 per lb of organic lettuce. The cost to operate is low roughly \$16.85/month in electricity. The Fork Farms Hydroponic Farming System uses 97% less water and 67% less electricity and requires/100th of the typical footprint to produce the same amount of produce as

traditional farming methods. It is always 100% pesticide-free. The Hydroponic Gardens excel at growing leafy greens, such as lettuces, kale, chard, and annual herbs, but we can use the Hydroponic Garden to grow almost any annual fruit or vegetable that can grow in a confined space. Students often don't have access to learn to grow food indoors. These Hydroponic Farming Systems, when placed in your district, give the children the opportunity to learn about agriculture and the science of Hydroponics, and at the same time, provide nutritious, local food year-round that encourages healthy eating habits, which pays a lifetime of benefits...

Communication Plan

We keep ourselves honest and accountable through clear communication.

Having an open dialogue with the school district and its students, staff, and the Food Service Department is an integral part of our communication plan. It is important to us that everyone feels valued, heard, and capable of expressing feedback.

We're not naïve – we recognize that issues can and will arise from time to time. However, having an open dialogue and active communication between partners helps turn problems into solutions ASAP.

To keep things transparent, we use a variety of communication methods that both promote our department's capabilities and actively seek feedback from those we serve. Some of these methods include:





- ✔ Shared creation of a defined list of department goals and objectives
- ✔ Participation in the district’s Wellness Programs
- ✔ Attendance at student advisory meetings to listen to feedback and plan future tasting opportunities.
- ✔ Promotion of the Food Service Program at orientation with menus, samples, and on-site representative
- ✔ State/County inspections
- ✔ Utilization of SurveyMonkey.com for surveys to gather information to help tailor future programs.
- ✔ Advertisement of our programs with flyers and promotions
- ✔ Use our website, social media, and email to keep the community up-to-date on nutrition info, menus, at-school lunch purchases, employment opportunities, and upcoming programs.
- ✔ Publication of our initiative updates (Food4Life®, Harvest of the Month, Farm to School, etc.)
- ✔ Administering an annual review by May 1 of each year
- ✔ Monthly financial planning and reporting statements
- ✔ Quarterly meetings with the administration
- ✔ On-site facility visits are complete with Unit Visit Plans, follow-ups, and Action Plans that address client needs.
- ✔ What it all boils down to is this: we’re here for our clients. When you work with Taher, you have an open line of communication, ready to handle anything that might need attention.
- ✔ Board Bites is a formal method of communication each month to keep the Administration and the Board updated on what has happened during the month and also what is on the horizon in the food service department.

Program Updates
Winter/Spring 2023

- Madrigal Dinner – we served over 200 people a plated dinner with 4 courses.
- FFA Banquet – we served 50 people
- NHS Banquet – we served 180 people

Up Coming Events

- ◆ Post Prom Food
- ◆ WyoLosing Food Order & Transport
- ◆ Senior Dinner & Awards Night
- ◆ Teacher Appreciation Week Daily Snacks & Goodies
- ◆ Cookie Platters for the HS Choir Concert
- ◆ Senior Picnic
- ◆ Picnic in the Woods for the 6S and 6M

Additional Services we provide:

- ◆ Catering
- ◆ Concessions for Youth Basketball
- ◆ Snack Packs for Athletic Away Games/Meets
- ◆ Summer School Meals
- ◆ Kids in the Kitchen Classes
- ◆ Vending Machines

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- ◆ Summer School Meals

This institution is an equal opportunity provider.



To: Parents of New Glarus School District
Re: Sports/Snack Pack Program

The School District of New Glarus is proud of the dedication, determination, and overall accomplishments of our athletes.

It is very important that student athletes remain healthy and in order to do so, one important key is to eat properly balanced meals. The School District has implemented a program for our athletes that will provide a sack lunch for them during traveling events. Each athlete that participates will be provided a sack lunch that would consist of the following:

- Sub Sandwich (Hoggie Style Bun, Turkey or Ham, Cheese and Mayo)
- Baked Chips
- Fresh Fruit
- Granola Bar
- Bottled Water

It is our hope that providing this snack pack will give the athletes some nourishment following sports and will also alleviate the need for stopping at a fast food establishment on the way home, and thus getting students home sooner.

The cost of each snack pack will be **\$4.50**. Due to the uncertainty of sporting events due to weather conditions, we are unable to determine the exact number of meals and total cost up front. Therefore, each athlete’s lunch account will be charged for the snack pack 1-2 days following the away event, **depending on whether your child participates in this program.**

Coaches and/or managers are to provide the kitchen with a list of students that wish to participate before the first game of the season.

Please note this is **not** covered under the Free and Reduced lunch program. **Caring for Kids has generously offered to cover the cost for free/reduced students.**

If you have any questions regarding this program, please contact Rebecca Derke at Rebecca.derke@gnsd.k12.wi.us

Thank You!
And Best of Luck to Our Athletes!

Rebecca Derke
Food Service Director





Quality Assurance & Feedback

Our commitment to quality assurance incorporates the vital importance of customer feedback.

OUR PROMISE

At Taher, we have high standards. We take our clients' and customers' expectations seriously, and we work hard to ensure we deliver the highest quality products and services.

We do this through a series of established programs:

- ☞ Thorough employee training
- ☞ Online surveys to help improve the Food Service program.
- ☞ Facility audits, both scheduled and unscheduled
- ☞ Client statement reviews
- ☞ Collecting food service employee ideas and feedback

We listen carefully to our customers. Feedback is an essential part of our process. Your comments and concerns are important to us, as is open communication between management and customers. It's how we ensure our delicious meals meet everyone's standards.

To make communication easier, we offer the following tools and programs:

- ☞ Customer Feedback Roundtable Discussions
- ☞ Customer Satisfaction Surveys
- ☞ Quality Assurance Audits
- ☞ Client contact with the on-site management team
- ☞ Scheduled client meetings to ensure commitments are being met.
- ☞ Participation in Food Service tasting committee.

We also recognize that having an on-site management team to interact with employees and act as a first-line response resource is crucial. Working with your facility, our managers are there to respond to all concerns, address any issues, and guarantee our quality assurance program is on track.

Our managers do this through:

- ☞ Personal, face-to-face contact and communication with employees
- ☞ E-mail and phone communication
- ☞ Quick responsiveness

Collaboration and communication are two ingredients that help keep our quality assurance program in top-notch condition.





Student, Staff, & Parent Satisfaction

Keeping all of our customers satisfied.

A strong connection with our customers is what keeps satisfaction with our service so high. From students enjoying a meal in the cafeteria to the faculty and staff who support the Food Service Department, we recognize the importance of establishing a bond between these groups of people and our company.

We also recognize that the success of the Food Service Department is measured by how it works in tandem with its community, as well as its overall customer satisfaction. Taher, Inc. Nutra Tickets provide an opportunity for your parents to come to eat for free; we want to roll out the red carpet and offer a dining experience that includes meals made from scratch that look and taste great and that offer a higher nutritional value.

As part of our marketing initiative and public relations campaign, we have developed a blueprint format that works as a guide for Food Service Managers.

The blueprint covers strategies and programs that help the managers meet objectives in:

- ☞ Menu development
- ☞ Special events and promotions
- ☞ Customer, employee, and personnel satisfaction
- ☞ Back-of-house projects
- ☞ Purchasing info
- ☞ Vendor guides
- ☞ Equipment
- ☞ Expectations from the Corporate Office



Customer wants and needs are always shifting, but we're dedicated to partnering with you to offer programs that make your satisfaction an integral part of our future.

CUSTOMER SURVEYS

At least once per year, we utilize SurveyMonkey.com to provide our quick online survey. This allows students and faculty easy, quick access to give their opinions by completing the survey.





FOOD4LIFE® APP

The Taher Food4Life® Mobile App is designed specifically for SFA students, parents and employees to access daily menus, nutritional information, sustainability efforts, allergen info, "Ask the RD?", and of course, provide feedback 24/7. It is now Amazon Alexa-enabled, so you can ask Alexa what's for lunch today before you even leave for school!



**Specials • Daily Menus
Nutrition • Wellness & Allergy
Information**

FIND IT ON THE APP

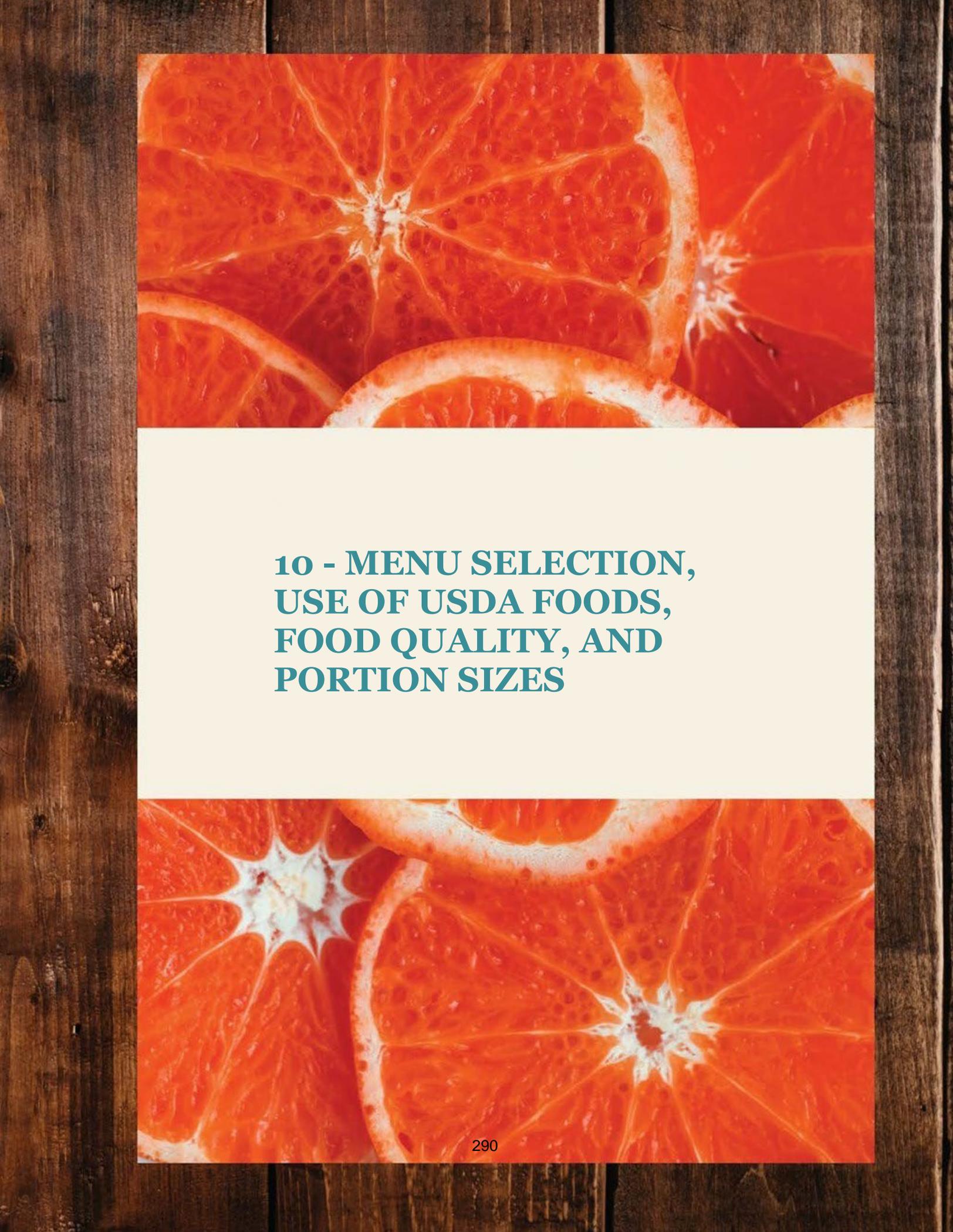
DOWNLOAD TODAY!

IOS APP

**NEW Ordering
(where available)**

ANDROID APP



The background of the page is a rustic wooden surface with vertical planks. Overlaid on this are two horizontal bands of vibrant orange slices, showing the internal segments and white pith. A white rectangular box is centered on the page, containing the title text.

**10 - MENU SELECTION,
USE OF USDA FOODS,
FOOD QUALITY, AND
PORTION SIZES**



MENU SELECTION, USE OF USDA FOODS, FOOD QUALITY, AND PORTION SIZES

Menu Selection, Use of USDA Foods, Food Quality, and Portion Sizes: 15 points
o Offeror must be able to demonstrate experience with the following:
o Daily entrée menu variety
o Nutrition requirements

MENU VARIETY

MENU PLANNING AND DIETARY CONSIDERATIONS

Taher's approach to menu planning reflects a commitment to both nutritional excellence and meeting the diverse dietary needs of students. By embracing seasonality, compliance with regulations, customization options, and transparent communication through digital platforms, we aim to provide not just meals but a holistic dining experience that contributes to the overall well-being of students.

Key aspects of menu planning strategies include:

- 1. Seasonal 6-Week Cycle:**
 - ☞ Developed by a committee of Food Service directors, specialists, and chefs.
 - ☞ Cycles are aligned with seasons, offering variety while maintaining seasonality.
 - ☞ The 6-week cycle facilitates easier ordering and preparation.
- 2. Compliance with Meal Pattern Requirements:**
 - ☞ Adherence to the regulations outlined in the Healthy, Hunger-Free Kids Act.
 - ☞ A well-written cycle menu ensures compliance with the latest meal pattern requirements.
- 3. Customization for Student Preferences:**
 - ☞ Integration of "Build Your Own Bars" for secondary students, allowing them to design their entrée choices.
 - ☞ Popular among vegetarian students and those with specific food allergies.
 - ☞ Aims to cater to diverse preferences to encourage students to choose school meals.
- 4. Transparency through Digital Platforms:**
 - ☞ Menus, along with nutritional data for each meal, are available on Taher's School Food Service website.
 - ☞ The proprietary Taher Food4Life® App provides easy access to menu information for students and parents.
- 5. Dietary Accommodations:**
 - ☞ Offering a gluten-free menu and options for common food allergies, particularly peanuts and tree nuts.
 - ☞ Collaboration with corporate dietitians to address student restrictions and mark food items for allergens.
 - ☞ Carbohydrate counts are provided on the School Food Service website and Taher Food4Life® App to assist diabetic students.





6. **Nutritional Education:**

- ☞ Emphasis on nutritional education through the Food4Life® initiative.
- ☞ The information available on the Taher Food4Life® App includes details on meal nutritional content.

DIVERSE AND EXCITING MENU OPTIONS FOR STUDENTS



Taher provides diverse, high-quality, and engaging menu options for students at all school levels. Our commitment to fresh ingredients, creativity, and staying on-trend ensures that students have a wide range of choices to suit their preferences and nutritional needs. We believe in making every meal a delightful experience, and our menu concepts reflect our passion for culinary excellence.

Below are our recommended concepts for lunch and breakfast at different school levels:

Elementary and Intermediate School Level:

1. **Seedling Café:**

- ☞ Entrées are made from scratch daily, featuring hot entrées, entrée salads, and cold sandwiches.
- ☞ Multiple entrée selections are offered every day.
- ☞ Introduction of new menu items following the latest trends in Food Service.

2. **Fruit & Vegetable Bar:**

- ☞ Accompanies every meal.
- ☞ Promotes wellness and nutrition by offering fresh or canned fruit and fresh vegetable choices daily.



Middle and High School Level:

1. **Classic Café:**

- ☞ Traditional entrées and kid favorites, including chicken and noodles, Turkey and Mashed Potatoes, Grilled Cheese with Tomato Soup, and more.





2. A World of Discovery in Food Court Concepts:

- ☞ **Fresh Choices:** Traditional Grab-n-Go salads and sandwiches made fresh daily.
- ☞ **Taher's Signature Pizza:** Specialty pizzas with fresh, quality ingredients.
- ☞ **Hot Sandwiches & Panini Grill Station:** Grilled or panini-style burgers, chicken, fish, and more.
- ☞ **Made-To-Order Sub Sandwich:** A variety of breads and wraps with deli meats and personalized toppings.
- ☞ **Mexican Grill:** Hard- and soft-shell tacos, burritos, quesadillas, and more.
- ☞ **Italian Bar:** Pasta with chicken or meat marinara or homemade cheese sauce.
- ☞ **Featured Bowl:** Build-your-own bowl concept with a variety of proteins, vegetables, and sauces.



3. Fruit & Vegetable Bar:

- ☞ Accompanies every meal.
- ☞ Self-service bar offering a selection of fresh or canned fruit and fresh vegetable choices.

4. Second Chance Breakfast:

- ☞ Built into the school day for students who aren't hungry in the morning.
- ☞ Reduces the stigma associated with the federal school breakfast program.
- ☞ Flexible and can be served in various locations.

Other Featured Menu Offerings for High School Students:

1. Limited Time Offer (LTO):

- ☞ Monthly special items to keep offerings fresh and exciting.

2. Chef "On Display":

- ☞ The corporate Chef or dedicated Chef serves a menu selection reflecting an item from Taher's Chef Council trips.

3. Ramen Noodle Bowl:

- ☞ Authentic Japanese noodle soup with a variety of noodle types, toppings, broths, and accouterments.

Fresh Fruit & Vegetable Bar: A Nutritional Initiative

The Fresh Fruit and Vegetable Bar program (FFVB) stands as a pivotal nutritional initiative aimed at promoting health and combatting childhood obesity. Informed by the experiences of Taher's Chef Council, who have explored global culinary landscapes, the FFVB program is designed to offer students a wealth of fresh produce.



**Key Features:**

1. **Health Benefits:** The FFVB program emphasizes the impact of fresh fruits and vegetables on overall health and wellness, particularly in addressing childhood obesity concerns.
2. **Chef Collaboration:** Taher's chefs, in collaboration with registered dietitians, have crafted the FFVB program, drawing inspiration from global travels and experiences.
3. **Nationwide Success:** Successfully implemented in school districts across 19 states, the FFVB program has garnered positive feedback for its health benefits and student appeal.
4. **Student Choice:** The program allows students the freedom to choose from a variety of fresh fruits and vegetables, fostering a sense of empowerment and encouraging healthy eating habits.

Offerings in FFVB:

1. **Fresh Fruits:** Apples, oranges, grapes, and a selection of canned fruits such as peaches, pineapple, and mandarin oranges.
2. **Vegetable Selection:** Fresh salad mix, celery, baby carrots, and fresh broccoli.
3. **Seasonal Produce:** Collaboration with local farmers introduces in-season produce, such as cantaloupe, watermelon, and pears.

Educational Component:

1. **"Eat the Right Color" Campaign:** Taher aims to educate students on the benefits of eating fresh fruits and vegetables through a nutrition campaign. This initiative focuses on the importance of color, flavor, and texture in food choices.

Testimonial from Dallas Center-Grimes Community School District, Iowa:

- ✔ Positive feedback from staff and students regarding the FFVB program.
- ✔ Students expressed enthusiasm and excitement, with requests for the program to be a regular feature.
- ✔ The testimonial highlights the impact of Chef Shelley Blish's efforts and the positive impression left on the school community.

Taher Unlimited Fresh Fruit & Vegetable Bar goes beyond offering nutritious options; it empowers students to make healthy choices and fosters a positive attitude toward fresh produce. The program's success, as illustrated by testimonials, underscores its effectiveness in promoting healthy eating habits and garnering enthusiasm among students.

USDA Smart Snacks

At Taher, Inc., we are committed to upholding the highest nutrition standards, even when it comes to snacks. As the nation's largest private food service company, we prioritize delivering products that align with USDA regulations, nutrition guidelines, and national standards.





USDA Smart Snacks Overview:

1. Background:

- ☞ The USDA has established science-backed standards for snack foods and beverages sold to children at school, as mandated by the Healthy, Hunger-Free Kids Act of 2010.
- ☞ These standards aim to provide healthier snack options and limit the availability of junk food in schools.

2. Support from the School Community:

- ☞ The USDA Smart Snacks standards receive widespread support from school food service staff, administrators, teachers, parents, and the entire school community.

3. Nutritional Standards:

- ☞ Snacks sold in schools must be whole grain-rich or have a fruit, vegetable, dairy product, or protein as the first ingredient.
- ☞ Combination foods should contain at least $\frac{1}{4}$ cup of fruit and/or vegetable or meet 10% of the daily value of specific nutrients established by the Dietary Guidelines for Americans (e.g., potassium, Vitamin D, dietary fiber).

4. Approved Beverages:

- ☞ Schools are allowed to sell plain water, unflavored low-fat milk, unflavored or flavored fat-free milk or milk alternatives, and 100% fruit or vegetable juice.
- ☞ Accompanying guidelines include the sale of 100% fruit or vegetable juice diluted with water.

5. Fundraiser Considerations:

- ☞ At fundraisers, food sales must meet nutrition requirements and not undermine the established USDA Smart Snacks standards (excluding after-school events).

6. Accompaniments:

- ☞ Accompaniments such as cream cheese, salad dressing, and butter must be factored into the nutrition profile of each sold item.

7. Comprehensive Compliance:

- ☞ These highlights offer a glimpse into the requirements, and it's important to note that this is not an exhaustive list.
- ☞ We utilize USDA guidelines comprehensively to ensure that our products meet and exceed all nutritional standards.
- ☞ With the regulations ever-changing, Taher, Inc. stays current and up-to-date with all state and federal regulations. Our District Managers work closely with the health departments to keep our HACCP manual in compliance with current regulations. Additionally, your District Manager will provide the necessary expertise to ensure a successful audit with no fiscal findings.
- ☞ During your audit, your District Manager or food service specialist will be onsite for 100% audit compliance. Your on-site team will benefit from Corporate Dietitian Melanie Wirth, RD, LD, Specialist Kathleen Woodward, and Regional Vice President of Operations James Madden will work with your food service director and hourly staff to make sure the review goes smoothly, and we end with no violations. This team of audit experts is abreast of current menu guidelines and works with State Agencies to ensure our compliance with





any regulation changes issued by the USDA. Your onsite team will receive training from our Resource & Operations Manual and food service director School Lunch Management Training Program.

At Taher, we are dedicated to providing schools with snacks that not only adhere to regulatory requirements but also contribute to the health and well-being of students. Our commitment to nutrition extends across our entire product range, aligning with the USDA Smart Snacks initiative.

NUTRITION

Nutrition Standards for USDA School Nutrition Programs

Taher is dedicated to meeting and exceeding the nutrition standards set by the USDA for school meals. Our commitment aligns with the Healthy, Hunger-Free Kids Act, implemented in 2012, which aims to enhance the health and nutrition of students while promoting a healthy weight. Key highlights of the nutrition standards include:

1. **Fruits & Vegetables:**

- ☞ Students will be offered fruits and vegetables every day, doubling the previous amount.
- ☞ Each student must have at least ½ cup of fruit and/or vegetable on their tray for both breakfast and lunch.
- ☞ Vegetable categories offered weekly at lunch include:
 - ¾ cup orange or red vegetable
 - ½ cup dark green vegetable
 - ½ cup starchy vegetable (green peas, corn, white potatoes)
 - ½ cup dried beans/peas (legume)
 - Refer to the attached Vegetable Sub Groups Chart for more details.

2. **Grains:**

- ☞ All grains offered will be 51% whole grain-rich, ensuring a higher nutritional content.

3. **Milk:**

- ☞ Non-flavored milk offerings are limited to 1% or skim (fat-free).
- ☞ Flavored milk, when offered, must be fat-free.

4. **Caloric Levels:**

- ☞ Minimum and maximum calorie levels are specified based on the age of the student.
- ☞ Age groupings are categorized as grades K-5, 6-8, and 9-12.

5. **Other Standards:**

- ☞ All menu items must be trans-fat-free, with Taher having adhered to this standard since 2009.
- ☞ Limits on saturated fat and sodium content are enforced to promote overall health.





USDA SMART SNACKS

The USDA recently published science-backed standards for snack foods and beverages sold to children at school. These standards, required by the Healthy, Hunger-Free Students Act of 2010, will allow schools to offer healthier options and limit junk food. These requirements are supported by the school food service staff, administrators, teachers, parents, and the entire school community.

WHAT THAT MEANS FOR OUR FOOD

Below is a snapshot of the Smart Snacks nutrition standards we'll follow for your district. For the more in-depth version, you can visit the USDA website. Any snacks sold in schools must:

- ☞ Be whole grain-rich, or have a fruit, vegetable, dairy product, or protein as the first ingredient
- ☞ Be a combination food that contains at least $\frac{1}{4}$ cup of fruit and/or vegetable or contains 10% of the daily value of nutrients established by the Dietary Guidelines for America (i.e., potassium, Vitamin D, or dietary fiber)

All schools may sell:

- ☞ Plain water
- ☞ Unflavored low-fat milk
- ☞ Unflavored or flavored fat-free milk or milk alternatives
- ☞ 100% fruit or vegetable juice
- ☞ 100% fruit or vegetable juice diluted with water

Other requirements:

- ☞ At fundraisers, the sale of food must meet nutrition requirements and not impede these standards (though this does not apply at after-school events)
- ☞ Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrition profile of each sold item. These are by no means the entire list of requirements and guidelines established by the USDA. This is just a glimpse to showcase how we use those guidelines to ensure our products meet and exceed all nutritional standards.

By following these nutrition standards, Taher, Inc. ensures that school meals not only meet regulatory requirements but also contribute to the overall well-being of students. Our commitment to providing wholesome, balanced meals aligns with the USDA guidelines and supports the goal of fostering healthier eating habits among students.

Maintaining Superior Quality

At Taher, ensuring superior quality in our food offerings is a commitment we take seriously. We follow rigorous procedures and standards in the procurement of bakery products, milk and dairy products, food, and supplies on behalf of our customers. Our approach involves annual bidding processes and adherence to precise product specifications.

Product Specifications:

A. Meat, Poultry, and Fish:

1. **Beef, Lamb, and Veal:**
 - ☞ USD A Grade Choice or better.





- ☞ Primal cuts include round, loin, flank, rib, and chuck.
- ☞ Ground beef meets the I.M.P.1346 standard.
- 2. **Pork:**
 - ☞ US No. 1 or US No. 2 cured, smoked, and fresh.
- 3. **Poultry:**
 - ☞ US Government Grade "A".
- 4. **Fish:**
 - ☞ Fresh and frozen, Grade "A" where the Grade exists.
 - ☞ Must be a nationally distributed brand, packed under continuous USDA inspection.
- 5. **Pre-prepared Meat Products:**
 - ☞ Meets specifications for meat components.
 - ☞ Includes Child Nutrition Label or Product Analysis.

B. Dairy (Minimum Standard):

1. **Milk:**
 - ☞ Pasteurized Grade "A".
2. **Eggs:**
 - ☞ Fresh, Grade "A" or equivalent, 100% candled.
 - ☞ Frozen, USDA inspected.
3. **Ice Cream:**
 - ☞ Not less than 12% butterfat.
4. **Cheese:**
 - ☞ US Grade "AA".
5. **Butter:**
 - ☞ USDA 92 score or better.

C. Canned Fruits and Vegetables:

- ☞ Selected to requirements US Grade A Choice or Fancy.
- ☞ Fruit packed in light syrup or natural juices.

D. Fresh and Frozen Fruits and Vegetables:

- ☞ US Grade "A" or US Fancy selected according to written specifications.
- ☞ No. 1 quality for various items.

E. Condiments:

- ☞ U.S. Grade "A".

F. Miscellaneous Groceries:

- ☞ Highest Grade obtainable. US No. 1.

G. Bread, Packaged Bread & Buns:

- ☞ Manufacturers dated for freshness.





Bread, rolls, cookies, pie, and cake meet USDA Breakfast and Lunch requirements.

Vegetable Sub Groups for School Nutrition Programs
Fresh, Frozen, Canned, Full Strength Juice

Dark Green	Orange/Red	Beans/Peas	Starchy	Other
Bok Choy	Acorn Squash	Black Beans	Cassava	Artichokes
Broccoli	Butternut Squash	Black-eyes Peas	Corn	Asparagus
Collard Greens	Carrots	Chickpeas	Cowpeas-Fresh	Avocado
Dark Green Leafy Lettuce	Hubbard Squash	Garbanzo Beans	Green Bananas	Bean Sprouts
Kale	Pumpkin	Kidney Beans	Green Peas	Beets
Mesclun	Red Peppers	Lentils	Green Lima Beans	Brussels Sprouts
Mustard Greens	Sweet Potato	Navy Beans	Plantains	Cabbage
Romaine Lettuce	Tomatoes	Pinto Beans	Potatoes	Cauliflower
Spinach	Tomato Juice	Soy Beans	Taro	Celery
Turnip Greens		Split Peas	Water Chestnuts	Cucumbers
Watercress		White Beans		Eggplant
				Green Beans
				Green Peppers
				Iceberg Lettuce
				Mushrooms
				Okra
				Onions
				Parsnips
				Turnips
				Wax Beans
				Zucchini

Taher, Inc. is proud to have received USDA Certification in early 2013, reinforcing our commitment to delivering the highest quality products to our clients. Our written specifications guide every purchase, ensuring that our ingredients consistently meet the standards of excellence we promise to uphold.





NUTRITIONAL ANALYSIS AND SERVING SIZES

Understanding our food and its components is a key way to make healthy eating a more important part of our lives. From serving size to caloric intake, we are happy to provide our clients with a nutritional breakdown of our most popular menu items. Posted on your school's food service webpage and available in our Food4Life® mobile app, students and parents can make healthy choices and incorporate a balanced diet into their lives using our nutritional guidelines and nutrient breakdown of the meals we prepare and serve at Taher, Inc.

FOOD4LIFE® PROGRAM

Taher recognizes that good nutrition has a positive effect on good health and well-being, and therefore, it is our mission to provide reasonably priced, nutritious meals to our customers and the community at large throughout all of our locations in a caring and customer-friendly environment. In addition, we are committed to assisting in educating our customers to adopt a more nutritious lifestyle through nutrition education.

Our Food4Life® initiative, supported by our Nutrition and Wellness Department, focuses on proper eating habits and lifestyle changes. With obesity reaching epidemic proportions, along with the increasing onset of Type 2 Diabetes, our organization feels strongly that it is our social responsibility to make a positive impact on our customers. Our initial effort replaced trans-fats in our potato products with healthier alternatives. We have been 100% trans-fat-free since September of 2008.

Well-planned and well-implemented nutrition programs have been shown to influence eating habits positively. Taher Food Service is proud to play an important role in providing customers with nutritious meals each workday. Our mission and commitment are to provide high-quality, fresh, wholesome foods and nutritionally balanced and appealing menu selections to every customer. To this end, we will strive to offer food products that are minimally processed. We believe this allows our customers to increase the consumption of natural fibers and other natural ingredients while decreasing caloric intake, saturated fat, trans fat, added sugars and artificial ingredients.

Menu Item	Grades K-5			Grades 6-8			Grades 9-12		
	Calories	Carbs	Protein	Calories	Carbs	Protein	Calories	Carbs	Protein
Apple Sauce (1 cup, no sugar)	52	4	1	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	290	37	13	Same	Same	Same	Same	Same	Same
Apple Cider Vinegar	472	10	17	Same	Same	Same	Same	Same	Same
Apple Cider Vinegar (2 oz, no sugar, 100% juice)	293	17	29	Same	Same	Same	N/A	N/A	N/A
Apple Cider Vinegar (2 oz, no sugar, 100% juice)	265	17	27	Same	Same	Same	N/A	N/A	N/A
Apple Cider Vinegar (2 oz, no sugar, 100% juice)	N/A	N/A	N/A	N/A	N/A	N/A	99	16	11
Apple Cider Vinegar (2 oz, no sugar, 100% juice)	N/A	N/A	N/A	N/A	N/A	N/A	674	29	30
Apple Cider Vinegar (2 oz, no sugar, 100% juice)	290	10	29	Same	Same	Same	N/A	N/A	N/A
Apple Cider Vinegar (2 oz, no sugar, 100% juice)	N/A	N/A	N/A	N/A	N/A	N/A	323	22	23
Apple Sauce (1 cup, no sugar)	424	27	1	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	424	0	13	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	N/A	N/A	N/A	371	38	21	Same	Same	Same
Apple Sauce (1 cup, no sugar)	170	36	19	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	290	26	15	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	365	27	17	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	130	1	11	Same	Same	Same	N/A	N/A	N/A
Apple Sauce (1 cup, no sugar)	N/A	N/A	N/A	N/A	N/A	N/A	739	0	171
Apple Sauce (1 cup, no sugar)	365	26	14	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	365	27	15	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	365	0	15	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	488	38	14	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	295	22	12	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	475	30	14	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	290	24	13	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	413	30	19	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	N/A	N/A	N/A	397	30	14	Same	Same	Same
Apple Sauce (1 cup, no sugar)	160	36	15	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	110	20	19	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	110	30	19	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	107	17	17	Same	Same	Same	Same	Same	Same
Apple Sauce (1 cup, no sugar)	290	30	15	Same	Same	Same	297	37	19
Apple Sauce (1 cup, no sugar)	377	36	22	Same	Same	Same	Same	Same	Same



To help our customers understand individual responsibility and make informed decisions, one of our specific goals is teaching proper eating habits, which reinforce the belief of moderated consumption in all food groups. In our Business Dining units, our chefs offer classes on healthy food preparations and healthy eating habits, whereas in our schools, chefs go directly into classrooms and cafeterias. We constantly seek new recipes and products that mirror our commitment to culinary excellence by combining nutrition and taste. All of our products meet strict nutrition guidelines, which include the use of only non-hydrogenated oils in our fryers, the elimination of products containing high fructose corn syrup as a primary ingredient.



We incorporate fresh, regionally grown fruit or produce, natural products, and unprocessed and preservative-free foods whenever feasible. We encourage the consumption of fresh fruit, vegetables, and whole grains - such as wild rice, barley, quinoa, couscous and brown rice, in their natural forms. Our Café menus are developed by a group of Food Service Directors and Chefs selected for their expertise and experience with our Health and Wellness programs, Farm to Cafeteria initiative, and Harvest of the Month programs. Our menus are analyzed for nutrient balance, and each of our recipes meets our stringent standards, promoting the well-being of our customers.





Sample 21-Day Menus with Nutritional Analysis

Menu Planning Type: HHFKA					
Day	Meal Items	Portion Sizes			
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12	
1	Banana Chocolate Loaf w/ Yogurt	2 Grain	N/A	N/A	
	Ham & Cheese Melt w/ Tri Tator or Chocolate Muffin w/Cheese	N/A 1/8 Vegetable N/A	2 Grain 2 Grain	2 Grain 2 Grain	
	WG Cereal and WG Toast	1 Grain 1 Grain	1 Grain 1 Grain	1 Grain 1 Grain	
	Vegetable Selection	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg	
	Fruit	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit	
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit	
	Variety of Milk	1 cup	1 cup	1 cup	
	2	Sausage Gravy over Biscuit	2 Grain	2 Grain	2 Grain
Yogurt Parfait or WG Cereal and WG Toast		N/A 1 Grain 1 Grain	2 Grain 1 Grain 1 Grain	2 Grain 1 Grain 1 Grain	
Vegetable Selection		1/2 cup Veg	1/2 cup Veg	1/2 cup Veg	
Fruit		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit	
Fruit Juice		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit	
Variety of Milk		1 cup	1 cup	1 cup	
3		Pancake on Stick French Toast Sticks w/ Sausage Patty or Iced Cinnamon Roll	2 Grain N/A N/A	N/A 2 Grain 2 Grain	N/A 2 Grain 2 Grain
		WG Cereal and WG Toast	1 Grain 1 Grain	1 Grain 1 Grain	1 Grain 1 Grain
	Vegetable Selection	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg	
	Fruit	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit	
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit	
	Variety of Milk	1 cup	1 cup	1 cup	
	4	Breakfast Pizza Brekkie WG Cereal and WG Toast	2.5 Grain N/A 1 Grain 1 Grain	2.5 Grain 2 Grain 1 Grain 1 Grain	2.5 Grain 2 Grain 1 Grain 1 Grain
		Vegetable Selection	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
Fruit		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit	
Fruit Juice		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit	
Variety of Milk		1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
5	Long John	2 Grain	2 Grain	2 Grain
	Yogurt Parfait	N/A	2 Grain	2 Grain
	WG Cereal and	1 Grain	1 Grain	1 Grain
	WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Variety of Milk	1 cup	1 cup	1 cup
6	Blueberry Loaf w/Cheese Stick	2 Grain	N/A	N/A
	Strawberry Pop Tart w/Cheese	N/A	2 Grain	2 Grain
	WG Cereal and	1 Grain	1 Grain	1 Grain
	WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Variety of Milk	1 cup	1 cup	1 cup
7	Breakfast Burrito w/ Tri Tator	3.75 Grain 1/8 Vegetable	N/A N/A	N/A N/A
	Sunrise Stacker or Banana Chocolate Loaf w/ Yogurt	N/A	2 Grain	2 Grain
	WG Cereal and	N/A	2 Grain	2 Grain
	WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1 Grain	1 Grain	1 Grain
	Fruit	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1 cup	1 cup	1 cup





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
8	Pancakes	2 Grain	N/A	N/A
	Breakfast Burrito w/ Salsa & Tri Tator or Muffin w/String Cheese	N/A	3.75 Grain	3.75 Grain
	WG Cereal and WG Toast	N/A	3/8 vegetable	3/8 vegetable
	Vegetable Selection	2 Grain	2 Grain	2 Grain
	Fruit	1 Grain	1 Grain	1 Grain
	Fruit Juice	1 Grain	1 Grain	1 Grain
	Variety of Milk	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
9	Breakfast Pizza	1 cup	1 cup	1 cup
	Muffin w/Yogurt	2.5 Grain	2.5 Grain	2.5 Grain
	WG Cereal and WG Toast	N/A	2 Grain	2 Grain
	Vegetable Selection	1 Grain	1 Grain	1 Grain
	Fruit	1 Grain	1 Grain	1 Grain
	Fruit Juice	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
10	Long John	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Pancake on Stick	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	WG Cereal and WG Toast	1 cup	1 cup	1 cup
	Vegetable Selection	2 Grain	2 Grain	2 Grain
	Fruit	2 Grain	2 Grain	2 Grain
	Fruit Juice	1 Grain	1 Grain	1 Grain
	Variety of Milk	1 Grain	1 Grain	1 Grain
11	Banana Chocolate Loaf w/ Yogurt	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Sausage Cheese Sandwich w/ Tri Tator or Poptart w/Cheese or Yogurt	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	WG Cereal and WG Toast	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Vegetable Selection	1 Grain	1 Grain	1 Grain
	Fruit	1 Grain	1 Grain	1 Grain
	Fruit Juice	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1 cup	1 cup	1 cup





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
12	Cheesy Scrambled Egg	2 Grain	N/A	N/A
	Tri Tator	1/8 Vegetable	N/A	N/A
	Breakfast Pizza or Brekkie	N/A	2.5 Grain	2.5 Grain
	WG Cereal and WG Toast	1 Grain	2 Grain	2 Grain
	Vegetable Selection	1 Grain	1 Grain	1 Grain
	Fruit	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
			1 cup	1 cup
13	Waffle w/Sausage	2 Grain	2 Grain	2 Grain
	Yogurt Parfait	N/A	2 Grain	2 Grain
	WG Cereal and WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1 Grain	1 Grain	1 Grain
	Fruit	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1 cup	1 cup	1 cup
14	Breakfast Pizza	2.5 Grain	2.5 Grain	2.5 Grain
	Muffin w/Yogurt	N/A	2 Grain	2 Grain
	WG Cereal and WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1 Grain	1 Grain	1 Grain
	Fruit	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1 cup	1 cup	1 cup
15	Long John	2 Grain	2 Grain	2 Grain
	Pancake on Stick	N/A	2 Grain	2 Grain
	WG Cereal and WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1 Grain	1 Grain	1 Grain
	Fruit	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1 cup	1 cup	1 cup





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
16	Banana Chocolate Loaf w/ Yogurt	2 Grain	N/A	N/A
	Sausage Cheese Sandwich w/ Tri Tator or Poptart w/Cheese or Yogurt	N/A	2 Grain	2 Grain
	WG Cereal and WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1/8 Vegetable	2 Grain	2 Grain
	Fruit	1 Grain	1 Grain	1 Grain
	Fruit Juice	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1 cup	1 cup	1 cup
17	Chocolate Muffin w/Cheese Stick	2 Grain	N/A	N/A
	Sunrise Stacker or Banana Chocolate Loaf w/ Yogurt	N/A	2 Grain	2 Grain
	WG Cereal and WG Toast	N/A	2 Grain	2 Grain
	Vegetable Selection	1 Grain	1 Grain	1 Grain
	Fruit	1 Grain	1 Grain	1 Grain
	Fruit Juice	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1 cup	1 cup	1 cup
18	Pancake on Stick	2 Grain	N/A	N/A
	Breakfast Burrito or Yogurt Parfait	N/A	3.75 Grain	3.75 Grain
	WG Cereal and WG Toast	N/A	2 Grain	2 Grain
	Vegetable Selection	1 Grain	1 Grain	1 Grain
	Fruit	1 Grain	1 Grain	1 Grain
	Fruit Juice	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Variety of Milk	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
		1 cup	1 cup	1 cup





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
19	Breakfast Pizza	2.5 Grain	2.5 Grain	2.5 Grain
	Muffin w/Yogurt	N/A	2 Grain	2 Grain
	WG Cereal and	1 Grain	1 Grain	1 Grain
	WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Variety of Milk	1 cup	1 cup	1 cup
20	Long John	2 Grain	2 Grain	2 Grain
	Pancake on Stick	N/A	2 Grain	2 Grain
	WG Cereal and	1 Grain	1 Grain	1 Grain
	WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Variety of Milk	1 cup	1 cup	1 cup
21	Brekkie	2 Grain	2 Grain	2 Grain
	Ham & Cheese Melt w/	N/A	2 Grain	2 Grain
	Tri Tator	1/8 Vegetable	1/8 Vegetable	1/8 Vegetable
	WG Cereal and	1 Grain	1 Grain	1 Grain
	WG Toast	1 Grain	1 Grain	1 Grain
	Vegetable Selection	1/2 cup Veg	1/2 cup Veg	1/2 cup Veg
	Fruit	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
	Fruit Juice	1/2 cup Fruit	1/2 cup Fruit	1/2 cup Fruit
Variety of Milk	1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
1	Omelet	2 M	2 M	2 M
	Pancakes w/Syrup	2 G	2 G	2 G
	Deli Turkey Sandwich	2 M, 2 G	N/A	N/A
	Hamburger or Cheeseburger or	N/A	2 M, 2 G	2 M, 2 G
	Mini Corn Dogs or	N/A	2.5 M, 2 G	2.5 M, 2 G
	Breaded Pork Chop on Bun or	N/A	2 M, 2 G	2 M, 2 G
	WG Chips, Salsa, Cheese or	N/A	2 M, 3 G	N/A
	Chicken Caesar Salad w/2 Rolls	N/A	2 M, 2 G	2 M, 2 G
	Crispy Chicken Sandwich Basket or	N/A	N/A	2 M, 3 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
	Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup
Milk Choice	1 cup	1 cup	1 cup	
2	Walking Taco or	2 M, 1.75 G	2 M, 1.75 G	N/A
	Walking Taco w/Mexican Rice	N/A	N/A	2 M, 2.75 G
	Deli Turkey Sub	2 M, 2 G	N/A	N/A
	Buffalo Popcorn Chicken w/Roll or	N/A	2 M, 2 G	N/A
	Hot Dog on Bun	N/A	2 M, 2 G	N/A
	Turkey BLT Salad w/2 Rolls or	N/A	2 M, 2 G	2 M, 2 G
	Deli Sub	N/A	2 M, 2 G	2 M, 2 G
	Hot Dog Basket or	N/A	N/A	2 M, 2 G
	Rib B Que w/Tri Tators or	N/A	N/A	2 M, 2 G
	Cheese Pizza or	N/A	N/A	2 M, 2.25 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
3	Chicken Nuggets w/Roll or	2 M, 2 G	2 M, 2 G	2 M, 2 G
	Deli Ham Sandwich	2 M, 2 G	N/A	N/A
	Lebanese Chicken Shawarma w/ Pita Bread or	N/A	2 M, 2 G	N/A
	Hamburger or	N/A	2 M, 2 G	N/A
	Cheeseburger or	N/A	2.5 M, 2 G	N/A
	Mini Corn Dogs or	N/A	2 M, 2 G	2 M, 2 G
	Breaded Pork Chop on Bun or	N/A	2 M, 3 G	N/A
	Chicken Salad w/Dinner Roll or	N/A	2 M, 2 G	2 M, 2 G
	Turkey BLT Wrap or	N/A	2 M, 2 G	2 M, 2 G
	Chili w/Cinnamon Roll or	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
	Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup
	Milk Choice	1 cup	1 cup	1 cup
4	Chili w/ Cinnamon Roll or	2 M 2 G	2 M 2 G	N/A N/A
	Cold Cut Combo Sub	2 M, 2 G	N/A	N/A
	Hamburger or	N/A	2 M, 2 G	N/A
	Crispy Chicken Sandwich or	N/A	2 M, 2 G	N/A
	Mini Corn Dogs or	N/A	2 M, 2 G	N/A
	Taco Salad or	N/A	2 M, 2 G	N/A
	Turkey Cranberry Wrap	N/A	2 M, 2 G	N/A
	Asian Chicken Noodle Bowl w/ Egg Roll or	N/A N/A	N/A N/A	2 M, 2 G N/A
	Hamburger or	N/A	N/A	2 M, 2 G
	Crispy Chicken Sandwich Basket or	N/A	N/A	2 M, 3 G
	Honey Mustard Ham Wrap or	N/A	N/A	2 M, 2 G
	Cobb Salad w/ 2 Rolls or	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
5	Yogurt Pack or	2 M, 2 G	N/A	N/A
	Deli Turkey Sandwich	2 M, 2 G	N/A	N/A
	Asian Noodle Bowl w/Bread Stick or	N/A	2 M, 2 G	N/A
	Breaded Cheese Sticks w/Marinara or	N/A	2 M, 2 G	2 M, 2 G
	Breaded Pork Chop on Bun or	N/A	2 M, 3 G	2 M, 3 G
	Fishwich w/Cheese or	N/A	2.25 M, 3.25 G	2.25 M, 3.25 G
	Pepperoni Pizza or	N/A	2 M, 2.25 G	N/A
	Sausage Pizza	N/A	2 M, 2.25 G	N/A
	Lebanese Chicken Shawarma w/	N/A	N/A	2 M, 3 G
	Pita Bread & Linguine	N/A	N/A	N/A
	Pasta Bake w/Garlic Toast	N/A	N/A	2 M, 2 G
	Ham & Cheese Pinwheel	N/A	N/A	2 M, 2 G
	Taco Salad or	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	
6	Hot Dog on WG Bun or	2 M, 2 G	N/A	N/A
	Deli Ham Sub	2 M, 2 G	N/A	N/A
	Grilled Burrito w/Lime Rice, Churro or	N/A	2 M, 2 G	N/A
	Hot Dog on WG Bun or	N/A	2 M, 2 G	N/A
	WG Chips, Salsa, Cheese or	N/A	2 M, 2 G	2 M, 2 G
	Chicken Caesar Salad w/2 Rolls or	N/A	2 M, 2 G	2 M, 2 G
	Hamburger or	N/A	2 M, 2 G	N/A
	Cheeseburger or	N/A	2.5 M, 2 G	N/A
	Mini Corn Dogs or	N/A	2 M, 2 G	N/A
	Breaded Pork Chop on Bun	N/A	2 M, 3 G	2 M, 3 G
	BBQ Chicken Sandwich/Ciabatta Bun or	N/A	N/A	2 M, 2 G
	Hamburger or	N/A	N/A	2 M, 2 G
	Cheeseburger or	N/A	N/A	2.5 M, 2 G
	Mini Corndogs or	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
Fruit Selection	1/2 cup	1/2 cup	1 cup	
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	
		N/A	N/A	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
7	Soft Shell Beefy Nacho or	2 M, 2 G	N/A	N/A
	Deli Turkey Sandwich	2 M, 2 G	N/A	N/A
	Beefy Tacos or	N/A	2 M, 2 G	N/A
	Buffalo Popcorn Chicken w/Roll or	N/A	2 M, 2 G	2 M, 2 G
	Chicken caesar Salad or	N/A	2 M, 2 G	N/A
	Honey Mustard Ham Wrap or	N/A	2 M, 2 G	N/A
	Cheese Pizza or	N/A	2 M, 2.25 G	N/A
	Sausage Pizza	N/A	2 M, 2.25 G	N/A
	Straw Hats w/Cheese or	N/A	N/A	2 M, 2 G
	Rib B Que Basket or	N/A	2 M, 2 G	2 M, 2 G
	Buffalo Chicken Salad w/Roll	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	
8	Popcorn Chicken Bowl w/ Roll or	2 M, 2 G	2 M, 2 G	N/A
	Deli Ham Sandwich	2 M, 2 G	N/A	N/A
	Chicken Nugget Basket w/Roll or	N/A	2 M, 2 G	N/A
	Mini Corn Dog Basket or	N/A	2 M, 2 G	N/A
	Pretzel Bites w/Cheese or	N/A	2 M, 2 G	2 M, 2 G
	Chef Salad w/2 Rolls	N/A	2 M, 2 G	2 M, 2 G
	Breaded Pork Chop or w/Roll	N/A	2 M, 2 G	2 M, 2 G
	Rib B Que Basket or	N/A	N/A	2 M, 2 G
	Breaded Cheese Sticks w/Marinara or	N/A	N/A	2 M, 2 G
	Hot Dog or	N/A	N/A	2 M, 2 G
	Cheese Pizza or	N/A	N/A	2 M, 2.25 G
	Pepperoni Pizza or	N/A	N/A	2 M, 2.25 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
Fruit Selection	1/2 cup	1/2 cup	1 cup	
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
9	Pasta w/Meat Sauce or	1.5 M, 1 G	N/A	N/A
	Cold Cut Combo Sub	2 M, 2 G	N/A	N/A
	Pasta Bar w/2 Bread Sticks or	N/A	2 M, 2 G	N/A
	Dorndog Basket or	N/A	2 M, 2 G	N/A
	Spicy Chicken Basket or	N/A	2 M, 3 G	N/A
	Breaded Cheese Sticks w/Marinara or	N/A	2 M, 2 G	N/A
	Deli Sandwich or	N/A	2 M, 2 G	N/A
	Cheese Pizza or	N/A	2 M, 2.25 G	N/A
	Pepperoni Pizza	N/A	2 M, 2.25 G	N/A
	Baked Potato Bar w/Ham, Chili, Cheese	N/A	N/A	2 M
	2 Rolls	N/A	N/A	2 G
	Corndog Basket or	N/A	N/A	2 M, 2 G
	Spicy Chicken Basket or	N/A	N/A	2 M, 2 G
	Breaded Cheese Sticks w/Marinara or	N/A	N/A	2 M, 2 G
	Apple Waldorf w/Chicken Salad/2 Rolls or	N/A	N/A	2 M, 2 G
	Ham & Cheese Pinwheel	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	
10	Cheeseburger or	2.5 M, 2 G	N/A	N/A
	Deli Ham Sub	2 M, 2 G	N/A	N/A
	Burger Bar or	N/A	2 M, 2 G	N/A
	Breaded Cheese Sticks w/Marinara or	N/A	2 M, 2 G	2 M, 2 G
	Breaded Pork Chop on Bun or	N/A	2 M, 3 G	2 M, 3 G
	Fishwich w/Cheese	N/A	2.25 M, 3.25 G	2.25 M, 3.25 G
	Chicken Caesar Salad w/2 Rolls or	N/A	2 M, 2 G	2 M, 2 G
	Honey Mustard Ham Wrap	N/A	2 M, 2 G	2 M, 2 G
	Grilled Burrito w/Lime Rice, Churro or	N/A	N/A	2 M, 3 G
	Italian Turkey Panini or	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
	Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup
Milk Choice	1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
11	Corn Dog or	2 M, 2 G	N/A	N/A
	Deli Cheese Sandwich	2 M, 2 G	N/A	N/A
	BBQ Chicken Sandwich/Ciabatta Bun or	N/A	2 M, 2 G	N/A
	Hamburger or	N/A	2 M, 2 G	N/A
	Cheeseburger or	N/A	2.5 M, 2 G	N/A
	Mini Corndogs or	N/A	2 M, 2 G	2 M, 2 G
	Breaded Pork Chop on Bun or	N/A	2 M, 3 G	N/A
	Cravin Craisin Salad w/2 Rolls or	N/A	2 M, 2 G	N/A
	Chicken Caesar Wrap	N/A	2 M, 2 G	N/A
	Pulled Pork on Pretzel Bun or	N/A	N/A	2 M, 2 G
	Crispy Chicken Sandwich Basket or	N/A	N/A	2 M, 3 G
	Flatbread Pizza	N/A	N/A	2 M, 2 G
	WG Chips, Salsa, Cheese or	N/A	N/A	2 M, 2 G
	Chicken Caesar Salad w/2 Rolls	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
Fruit Selection	1/2 cup	1/2 cup	1 cup	
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	
12	Pork Carnita Nachos or	2 M, 2 G	N/A	N/A
	Deli Turkey Sandwich	2 M, 2 G	N/A	N/A
	Tex Mex Rice Bowl	N/A	2 M, 2 G	N/A
	Buffalo Popcorn Chicken w/Roll or	N/A	2 M, 2 G	N/A
	Hot Dog or	N/A	2 M, 2 G	N/A
	Turkey BLT Salad w/2 Rolls or	N/A	2 M, 2 G	N/A
	Deli Sub or	N/A	2 M, 2 G	N/A
	Cheese Pizza or	N/A	2 M, 2 G	N/A
	Pepperoni Pizza	N/A	2 M, 2 G	N/A
	Chicken Enchiladas w/Mexican Rice or	N/A	N/A	2 M, 2 G
	Rib B Que Basket or	N/A	N/A	2 M, 2 G
	Breaded Cheese Sticks w/Marinara or	N/A	N/A	2 M, 2 G
	Hot Dog or	N/A	N/A	2 M, 2 G
	Cravin Craisin Salad w/2 Rolls or	N/A	N/A	2 M, 2 G
	Chicken Caesar Wrap	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
Vegetarian Salad	N/A	N/A	2 M, 2 G	
Fruit Selection	1/2 cup	1/2 cup	1 cup	
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA					
Day	Meal Items	Portion Sizes			
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12	
13	Sloppy Joe on WG Bun or Deli Ham Sandwich	2 M, 2 G	N/A	N/A	
	Brazilian Stew over Rice w/Tortilla Chips or Sloppy Joe on WG Bun w/ Macaroni & Cheese or Chicken Salad w/Dinner Roll or Turkey BLT Salad w/2 Rolls or Chicken Nugget Basket w/Roll or Mini Corndog Basket	N/A	2 M, 2 G	N/A	
	Grilled Cheese w/Tomato Soup Crispy Chicken Sandwich Basket or Mini Corndogs or Hamburger or Cheeseburger or Cheese Pizza or Pepperoni Pizza or Chicken Caesar Salad w/2 Rolls or Turkey BLT Wrap or Hummus Bowl or Yogurt Parfait Meal or Vegetarian Salad	N/A	N/A	2 M, 2 G	
	Fruit Selection Vegetable Variety Selection Milk Choice	1/2 cup 3/4 cup 1 cup	1/2 cup 3/4 cup 1 cup	1 cup 1.5 cup 1 cup	
	14	Chicken Nuggets w/Roll or Deli Ham Sub Corn Dog Basket or Spicy Chicken Basket or Breaded Cheese Sticks w/Marinara or Apple Waldorf w/Chicken Salad/2 Rolls or Ham & Cheese Pinwheel Popcorn Chicken Bowl w/ Roll or Cheese Pizza or Pepperoni & Sausage Pizza or Chef Salad w/2 Rolls Hummus Bowl or Yogurt Parfait Meal or Vegetarian Salad	2 M, 2 G 2 M, 2 G N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	2 M, 2 G N/A 2 M, 2 G 2 M, 3 G 2 M, 2 G 2 M, 2 G N/A N/A N/A N/A N/A N/A N/A	N/A 2 M, 2 G 2 M, 2 G 2 M, 3 G 2 M, 2 G N/A N/A 2 M, 2 G 2 M, 2.25 G 2 M, 2 G 2 M, 2 G 2 M, 2 G 2 M, 2 G
		Fruit Selection Vegetable Variety Selection Milk Choice	1/2 cup 3/4 cup 1 cup	1/2 cup 3/4 cup 1 cup	1 cup 1.5 cup 1 cup





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
15	Italian Meat Ball Sub or	2 M, 2 G	N/A	N/A
	Garden Salad	1/2 cup Vegetable	N/A	N/A
	Cold Cut Combo Sub	2 M, 2 G	N/A	N/A
	Italian Turkey Panini or	N/A	2 M, 2 G	N/A
	Breaded Cheese Sticks w/Marinara or	N/A	2 M, 2 G	2 M, 2 G
	Breaded Pork Chop on Bun or	N/A	2 M, 3 G	2 M, 3 G
	Fishwich w/Cheese or	N/A	2.25 M, 3.25 G	2.25 M, 3.25 G
	Crispy Chicken Salad w/Roll or	N/A	2 M, 2 G	2 M, 2 G
	Honey Mustard Ham Wrap or	N/A	2 M, 2 G	2 M, 2 G
	Chicken Bacon Ranch Pizza or	N/A	2 M, 2.25 G	N/A
	Cheese Pizza	N/A	2 M, 2.25 G	N/A
	Brazilian Stew over Rice w/Tortilla Chips or	N/A	N/A	2 M, 3 G
	Spaghetti w/Meatballs, Garlic Toast	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	
15	Breaded Chicken Patty on WG Bun or	2 M, 2 G	N/A	N/A
	Deli Ham Sandwich	2 M, 2 G	N/A	N/A
	BYO Breaded Chicken Sandwich or	N/A	2 M, 2 G	N/A
	Cheeseburger or	N/A	2.5 M, 2 G	N/A
	Rib B Que Basket or	N/A	2 M, 2 G	N/A
	Chef Salad w/2 Rolls or	N/A	2 M, 2 G	N/A
	Honey Mustard Ham Wrap	N/A	2 M, 2 G	N/A
	Sloppy Joe w/Mac n Cheese or	N/A	N/A	2 M, 2 G
	Chicken Caesar Salad w/2 Rolls or	N/A	2 M, 2 G	2 M, 2 G
	Honey Mustard Ham Wrap	N/A	N/A	2 M, 2 G
	Hamburger or	N/A	N/A	2 M, 2 G
	Cheeseburger	N/A	N/A	2.5 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
	Vegetable Variety Selection	3/4 cup	3/4 cup	1 cup
Milk Choice	1 cup	1 cup	1 cup	
Hummus Bowl or	N/A	N/A	2 M, 2 G	
Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G	
Vegetarian Salad	N/A	N/A	2 M, 2 G	
Fruit Selection	1/2 cup	1/2 cup	1 cup	
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
16	Soft Shell Chicken Nacho or	2 M, 2 G	N/A	N/A
	Cold Cut Combo Sub	2 M, 2 G	N/A	N/A
	Soft Shell Chicken Tacos w/ Mexican Rice or	N/A	2 M, 2 G	N/A
	Buffalo Popcorn Chicken w/Roll or	N/A	2 M, 2 G	N/A
	Hot Dog or	N/A	2 M, 2 G	N/A
	Chicken Caesar Salad w/2 Rolls or	N/A	2 M, 2 G	N/A
	Honey Mustard Ham Wrap	N/A	2 M, 2 G	N/A
	Tex Mex Rice Bowl	N/A	N/A	2 M, 2 G
	Spicy Chicken Basket or	N/A	N/A	2 M, 3 G
	Mini Corndogs or	N/A	N/A	2 M, 2 G
	Hamburger or	N/A	N/A	2 M, 2 G
	Cheeseburger or	N/A	N/A	2.5 M, 2 G
	Chicken Noodle Soup	N/A	N/A	other
	Cold Cut Combo Sub	N/A	N/A	2 M, 2 G
	Turkey BLT Salad w/2 Rolls or	N/A	N/A	2 M, 2 G
	Deli Sub or	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	
17	Pork Rib B Que or	2 M, 2 G	2 M, 2 G	N/A
	Deli Turkey Sub	2 M, 2 G	N/A	N/A
	Arroz con Queso, Pita Bread	N/A	2 M, 2 G	N/A
	Chicken Nugget Basket w/Roll or	N/A	2 M, 2 G	N/A
	Mini Corndog Basket or	N/A	2 M, 2 G	N/A
	Pretzel Bites w/Cheese or	N/A	2 M, 2 G	2 M, 2 G
	Chef Salad w/2 Rolls	N/A	2 M, 2 G	2 M, 2 G
	Chicken Nuggets w/Roll or	N/A	N/A	2 M, 2 G
	Rib B Que Basket or	N/A	N/A	2 M, 2 G
	Breaded Cheese Sticks w/Marinara or	N/A	N/A	2 M, 2 G
	Hot Dog or	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
	Vegetable Variety Selection	3/4 cup	3/4 cup	1 cup
Milk Choice	1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
18	Pancakes w/Blueberries	2 G	2 G	N/A
	Sausage Patties or	2 M	2 M	N/A
	Cheese Sandwich	2M, 2 G	N/A	N/A
	Corndog Basket or	N/A	2 M, 2 G	2 M, 2 G
	Breaded Cheese Sticks w/Marinara or	N/A	2 M, 2 G	2 M, 2 G
	Apple Waldorf w/Chicken Salad/2 Rolls or	N/A	2 M, 2 G	N/A
	Ham & Cheese Pinwheel	N/A	2 M, 2 G	N/A
	Pasta Bar w/2 Bread Sticks or	N/A	2 M, 2 G	2 M, 2 G
	Spicy Chicken Basket or	N/A	N/A	2 M, 3 G
	Hot Sandwich or	N/A	N/A	2 M, 2 G
	Taco Salad or	N/A	N/A	2 M, 2 G
	Turkey Cranberry Wrap	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	
19	PBJ Jamwich w/	2 M, 1 G	N/A	N/A
	String Cheese or	1 M	N/A	N/A
	Deli Ham Sandwich	2M, 2 G	N/A	N/A
	Pizza Bake w/WG Garlic Toast or	N/A	2 M, 2 G	N/A
	Breaded Cheese Sticks w/Marinara or	N/A	2 M, 2 G	2 M, 2 G
	Breaded Pork Chop on Bun or	N/A	2 M, 3 G	2 M, 3 G
	Fishwich w/Cheese or	N/A	2.25 M, 3.25 G	2.25 M, 3.25 G
	Yogurt Pack or	N/A	2 M, 2 G	N/A
	Southwest Chicken Salad	N/A	2 M, 2 G	2 M, 2 G
	Arroz con Queso, Pita Bread	N/A	N/A	2 M, 2 G
	Country Chicken in Bread Bowl or	N/A	N/A	2 M, 2 G
	Ham & Cheese Pinwheel	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	





Menu Planning Type: HHFKA				
Day	Meal Items	Portion Sizes		
		Age/Grade Group K-5	Age/Grade Group 6-8	Age/Grade Group 9-12
20	Crispy Chicken Sandwich or	2M, 3 G	N/A	2 M, 2 G
	Cold Cut Combo Sub	2 M, 2 G	N/A	N/A
	Chicken Sandwich or	N/A	2 M, 2 G	N/A
	Corn Dog or	N/A	2 M, 2 G	N/A
	Sloppy Joe on Bun or	N/A	2 M, 2 G	2 M, 2 G
	WG Chips, Salsa, Cheese or	N/A	2 M, 2 G	2 M, 2 G
	Chicken Caesar Salad w/2 Rolls	N/A	2 M, 2 G	2 M, 2 G
	Pepperoni Pizza or	N/A	2 M, 2.25 G	N/A
	Cheese Pizza	N/A	2 M, 2.25 G	N/A
	Burger Bar or	N/A	N/A	2 M, 2 G
	Crispy Chicken Sandwich Basket or	N/A	N/A	2 M, 3 G
	Mini Corn Dogs or	N/A	N/A	2 M, 2 G
	Mini Corn Dogs or	N/A	N/A	2 M, 2 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
Fruit Selection	1/2 cup	1/2 cup	1 cup	
Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup	
Milk Choice	1 cup	1 cup	1 cup	
21	Beefy Nachos or	2 M, 2 G	2 M, 2 G	2 M, 2 G
	Mexican Rice	N/A	N/A	1 G
	Deli Ham Sandwich	2 M, 2 G	N/A	N/A
	Buffalo Popcorn Chicken w/Roll or	N/A	2 M, 2 G	2 M, 2 G
	Turkey BLT Salad w/2 Rolls or	N/A	2 M, 2 G	2 M, 2 G
	Deli Sub	N/A	2 M, 2 G	2 M, 2 G
	Cheese Pizza or	N/A	N/A	2 M, 2.25 G
	Sausage Pizza or	N/A	N/A	2 M, 2.25 G
	Hummus Bowl or	N/A	N/A	2 M, 2 G
	Yogurt Parfait Meal or	N/A	N/A	2 M, 2 G
	Vegetarian Salad	N/A	N/A	2 M, 2 G
	Fruit Selection	1/2 cup	1/2 cup	1 cup
	Vegetable Variety Selection	3/4 cup	3/4 cup	1.5 cup
	Milk Choice	1 cup	1 cup	1 cup





SAMPLE MENUS

The proposal must contain examples of Offeror's experience with the following:
 o Sample menus
 o Sample catering menu choice



New Glarus Elementary School Breakfast Cycle Menu

January
2024

Fuel up the day with Breakfast!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>1</p>	<p>2</p> <p>Pop-Tart Cheesestick Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>3</p> <p>Breakfast Sandwich</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>4</p> <p>Coffee Cake</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>5</p> <p>Pancake on a Stick Syrup</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>
<p>8</p> <p>Blueberry Muffin</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>9</p> <p>Strawberry Cream Cheese Filled Bagel</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>10</p> <p>Breakfast Sandwich</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>11</p> <p>Cinnamon Roll</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>12</p> <p>Breakfast Pizza</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>
<p>15</p> <p>Breakfast Sandwich</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>16</p> <p>Mini-Cinnis</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>17</p> <p>Breakfast Sandwich</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>18</p> <p>Coffee Cake</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>19</p> <p>Pancake on a Stick Syrup</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>
<p>22</p> <p>French Toast Loaf</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal Includes: Fruit or Juice Selection Milk Choice</p>	<p>23</p> <p>Strawberry Cream Cheese Filled Bagel</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>24</p> <p>Breakfast Sandwich</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>25</p> <p>Cinnamon Roll</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>26</p> <p>Breakfast Pizza</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>
<p>29</p> <p>Blueberry Muffin</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>30</p> <p>Mini-Cinnis</p> <p>Choice of Cereal Goldfish Graham Crackers</p> <p>Meal includes: Fruit or Juice Selection Milk Choice</p>	<p>31</p>	<p>1</p>	<p>Exercise Daily!</p>

PRICES	Reduced	EXTRA INFO	Milk choice of 1%, Skim, or 1% Chocolate is included with all meals.	HARVEST OF		THE MONTH	<p>Download our app Taher Food4Life®</p>  <p>www.taher.com</p>
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New Glarus Elementary School Cycle Lunch Menu

January
2024

Fruit and Vegetables offered each Day on
the Fruit and Vegetable Bar!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Happy New Year 	2 Chicken Alfredo w/Pasta Garlic Toast Cheese Quesadilla Roasted Broccoli Baby Carrots Mixed Canned Fruit Fresh Apple Milk Choice	3 Waffles Sausage Patty Chicken Caesar Salad Tri Tater Cherry Tomato Pineapple Tidbits Fresh Pear Milk Choice	4 BBQ Meatball Sub Beef Hot Dog on a Bun Baked Beans Golden French Fries HOM - Kale Salad Applesauce Fresh Orange Milk Choice	5 Roast Turkey & Gravy Whole Grain Dinner Roll Spicy Chicken Patty on Bun Mashed Potatoes HOM - Kale Salad Diced Peas Banana Milk Choice
8 Chicken Fajitas Mexican Brown Rice Cheeseburger on a Bun Mexican Street Corn Cucumber Slices Peaches, Diced Fresh Grapes Milk Choice	9 BBQ Pulled Pork Sandwich Baked Beans Yogurt Pak with Bagel Baked Beans Coleslaw Mixed Canned Fruit Fresh Apple Milk Choice	10 Pizza Roasted Broccoli Chef Salad Whole Grain Dinner Roll Roasted Broccoli Baby Carrots Pineapple Tidbits Banana Milk Choice	11 Crispy Chicken Wrap Ham Deli Sub Sandwich Golden French Fries Celery Sticks Applesauce Fresh Orange Milk Choice	12 Salisbury Steak Whole Grain Dinner Roll Fish Sandwich with Cheese Mashed Potatoes Peas Diced Peas HOM - Grapefruit Milk Choice
15 Orange Chicken Fried Rice Chicken Caesar Salad Whole Grain Dinner Roll Red/Orange Bell Pepper Pineapple Tidbits Fresh Apple Milk Choice	16 Walking Taco Lettuce, Tomato and Cheese BBQ Rib Sandwich Refried Beans Baby Carrots Mixed Canned Fruit Banana Milk Choice	17 Pizza Burger Melt Golden French Fries Chicken Caesar Salad Whole Grain Dinner Roll Golden French Fries Baby Carrots Pineapple Tidbits Apple Slices Milk Choice	18 Pasta with Meat Sauce Garlic Breadstick Turkey BLT Flatbread Green Beans Red/Orange Bell Pepper Applesauce Fresh Orange Milk Choice	19 Breakfast Burrito Cheesy Potatoes Oven Roasted Brat on a Bun Cheesy Potatoes Tomato & Cucumber Salad Diced Peas Fresh Grapes Milk Choice
22 Meatloaf Whole Grain Dinner Roll Crispy Chicken Nuggets Mashed Potatoes Broccoli Florets Peaches, Diced Fresh Apple Milk Choice	23 Pizza Caesar Side Salad Turkey Deli Sandwich Caesar Side Salad Cucumber Slices Mixed Canned Fruit Banana Milk Choice	24 Ham & Tater Tot Bake Cinnamon Roll Chef Salad Cinnamon Roll Baby Carrots Pineapple Tidbits Kiwi Milk Choice	25 Soft Beef Tacos Lettuce, Tomato and Cheese Mini Corn Dogs Refried Beans Potato Oles Red/Orange Bell Pepper Applesauce Fresh Pear Milk Choice	26 Lasagna Garlic Toast Fish Sticks Steamed Green Beans Romaine Lettuce Mandarin Oranges Fresh Pear Milk Choice
29 Chicken Bacon Ranch Melt Max Stix Marinara Sauce Steamed Green Beans Cauliflower Floret Peaches, Diced Fresh Grapes Milk Choice	30 Pancakes Pork Sausage Link Beef Hot Dog on a Bun Tri Tater Broccoli Salad Mixed Canned Fruit Banana Milk Choice	31	1	Exercising daily is a healthy life style choice!

PRICES

EXTRA INFO

Milk choice of 1%, Skim, or 1% Chocolate is included with all meals.

HARVEST OF



THE MONTH

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New Glarus MSHS 21 Day Breakfast Menu

January
2024

Fuel up the day with Breakfast!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>1</p> <p>Choice of Cereal Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>	<p>2</p> <p>Choice of Cereal Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>	<p>3</p> <p>Choice of Cereal Strawberry Cream Cheese Filled Bagel Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Fresh Pear Milk Choice</p>	<p>4</p> <p>Choice of Cereal Sausage & Cheese Bagel Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>	<p>5</p> <p>Choice of Cereal Cinnamon Roll Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Banana Milk Choice</p>
<p>8</p> <p>Choice of Cereal Mini-Cinnis Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>	<p>9</p> <p>Choice of Cereal Pancake on a Stick Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Fresh Pear Milk Choice</p>	<p>10</p> <p>Choice of Cereal Coffee Cake Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>	<p>11</p> <p>Choice of Cereal Sausage & Cheese Bagel Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Banana Milk Choice</p>	<p>12</p> <p>Choice of Cereal Vanilla Frosted Long John Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>
<p>15</p> <p>Choice of Cereal Strawberry Cream Cheese Filled Bagel Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Fresh Pear Milk Choice</p>	<p>16</p> <p>Choice of Cereal Tornado Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Banana Milk Choice</p>	<p>17</p> <p>Choice of Cereal Strawberry Cream Cheese Filled Bagel Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Fresh Pear Milk Choice</p>	<p>18</p> <p>Choice of Cereal Sausage & Cheese Bagel Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>	<p>19</p> <p>Choice of Cereal Cinnamon Roll Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Banana Milk Choice</p>
<p>22</p> <p>Choice of Cereal Brekkie Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>	<p>23</p> <p>Choice of Cereal Pancake on a Stick Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Fresh Pear Milk Choice</p>	<p>24</p> <p>Choice of Cereal Coffee Cake Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>	<p>25</p> <p>Choice of Cereal Sausage & Cheese Bagel Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Banana Milk Choice</p>	<p>26</p> <p>Choice of Cereal Vanilla Frosted Long John Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>
<p>29</p> <p>Choice of Cereal Cinnamon Cream Cheese Filled Bagel Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Orange Juice Fresh Apple Milk Choice</p>	<p>30</p> <p>Choice of Cereal Tornado Muffins, Pop Tarts, Snack Breads</p> <p>Goldfish Graham Crackers 100% Apple Juice Banana Milk Choice</p>	<p>31</p>	<p>1</p>	

PRICES

EXTRA INFO

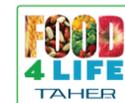
Milk choice of 1%, Skim, or 1% Chocolate is included with all meals.

HARVEST OF



THE MONTH

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MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

EXTRA INFO

- Classic Cafe** BBQ Meatball Sub
 - Creation Station** Nacho Bar
 - Diner** Buffalo Chicken Wrap
 - Fruit & Vegetable** Golden French Fries, Baked Beans, HOM - Kale Salad, Applesauce, Fresh Orange. Milk Choice
-
- Classic Cafe** Chicken Bacon Alfredo Flatbread , Garlic Toast
 - Creation Station** Jumbo Pizza Slice, Garlic Breadstick
 - Diner** Buffalo Chicken Wrap
 - Fruit & Vegetable** Roasted Broccoli, Baby Carrots, Mixed Canned Fruit, Fresh Apple, Milk Choice
-
- Classic Cafe** Pancakes, Sausage Patty
 - Creation Station** Pasta Bar, Garlic Toast
 - Diner** Chicken Caesar Salad, Whole Grain Dinner Roll
 - Fruit & Vegetable** Tri Tater, Cherry Tomato, Pineapple Tidbits, Fresh Pear, Milk Choice
-
- Classic Cafe** Roast Pork & Gravy, Whole Grain Dinner Roll
 - Creation Station** Build Your Own Sub, Golden French Fries
 - Diner** Spicy Chicken Patty on Bun
 - Fruit & Vegetable** Mashed Potatoes, HOM - Kale Salad, Diced Pears, Banana, Milk Choice



1% white and chocolate skim offered with each lunch. Entree salads served with a roll(s).

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8

MONDAY

Classic Cafe Chicken Fajitas, Mexican Brown Rice

Creation Station Hot Dog/Brat Bar, Kettle Potato Chips

Grab N Go Chef Salad, Whole Grain Dinner Roll

Fruit & Vegetable Mexican Street Corn, Cucumber Slices, Peaches, Diced, Fresh Grapes. Milk Choice

9

TUESDAY

Classic Cafe BBQ Pulled Pork Sandwich

Creation Station Jumbo Pizza Slice, Garlic Breadstick

Diner Honey Mustard Ham Wrap

Fruit & Vegetable Refried Beans, Glazed Carrots, Coleslaw, Mixed Canned Fruit, Fresh Apple, Milk Choice

10

WEDNESDAY

Classic Cafe BBQ Chicken Sandwich

Creation Station Pasta Bar, Garlic Toast

Grab N Go Chef Salad, Whole Grain Dinner Roll

Fruit & Vegetable Roasted Broccoli, Baby Carrots, Pineapple Tidbits, Banana, Milk Choice

11

THURSDAY

Classic Cafe Crispy Chicken Wrap

Creation Station Nacho Bar

Diner Hot Ham & Cheese Bagel

Fruit & Vegetable Golden French Fries, Celery Sticks, Applesauce, Fresh Orange, Milk Choice

12

FRIDAY

Classic Cafe Salisbury Steak, Whole Grain Dinner Roll

Creation Station Build Your Own Sub, Golden French Fries

Diner Fish Sandwich with Cheese

Fruit & Vegetable Mashed Potatoes, Peas, Diced Pears, HOM - Grapefruit, Milk Choice

EXTRA INFO

Harvest of the Month 



1% white and chocolate skim offered with each lunch. Entree salads served with a roll(s).

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15

MONDAY

Classic Cafe Orange Chicken, Fried Rice

Creation Station Pasta Bar, Garlic Toast

Grab N Go Chicken Caesar Salad, Whole Grain Dinner Roll

Fruit & Vegetable Red/Orange Bell Pepper, Pineapple Tidbits, Fresh Apple, Milk Choice

Message NO SCHOOL

18

THURSDAY

Classic Cafe Jambalaya

Creation Station Nacho Bar

Diner Turkey BLT Flatbread

Fruit & Vegetable Green Beans, Red/Orange Bell Pepper, Applesauce, Fresh Orange, Milk Choice

16

TUESDAY

Classic Cafe Rolled Chicken Enchilada Verde-LTO

Creation Station Jumbo Pizza Slice, Garlic Breadstick

Diner Turkey BLT Flatbread

Fruit & Vegetable Spiced Pinto Beans, Baby Carrots, Mixed Canned Fruit, Banana, Milk Choice

19

FRIDAY

Classic Cafe Breakfast Burrito

Creation Station Build Your Own Sub, Golden French Fries

Diner Cheeseburger on a Bun

Fruit & Vegetable Cheesy Hashbrown Casserole, Tomato & Cucumber Salad, Diced Pears, Fresh Grapes, Milk Choice

17

WEDNESDAY

Classic Cafe Philly Cheesesteak - LTO

Creation Station Pasta Bar, Garlic Toast

Grab N Go Chicken Caesar Salad, Whole Grain Dinner Roll

Fruit & Vegetable Spicy Sweet Potato Wedges, Baby Carrots, Pineapple Tidbits, Apple Slices, Milk Choice

EXTRA INFO

Harvest of the Month 



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22

MONDAY

Classic Cafe Meatloaf, Whole Grain Dinner Roll

Creation Station Hot Dog/Brat Bar, Kettle Potato Chips

Grab N Go Chef Salad, Whole Grain Dinner Roll

Fruit & Vegetable Mashed Potatoes, Broccoli Florets, Peaches, Diced, Fresh Apple, Milk Choice

25

THURSDAY

Classic Cafe Chicken Parmesan Sandwich

Creation Station Nacho Bar

Diner Hawaiian BBQ Chicken Wrap

Fruit & Vegetable Baked Beans, Sweet Potato Fries, Red/Orange Bell Pepper, Applesauce, Fresh Pear, Milk Choice

23

TUESDAY

Classic Cafe Crispy Chicken Tenders, French Bread

Creation Station Jumbo Pizza Slice, Garlic Breadstick

Diner Hawaiian BBQ Chicken Wrap

Fruit & Vegetable Tater Tots, Cucumber Slices, Mixed Canned Fruit, Banana, Milk Choice

26

FRIDAY

Classic Cafe Lasagna, Garlic Toast

Creation Station Build Your Own Sub, Golden French Fries

Diner Corn Dog

Fruit & Vegetable Roasted Broccoli, Romaine Lettuce, Mandarin Oranges, Fresh Pear, Milk Choice

24

WEDNESDAY

Classic Cafe Ham & Tater Tot Breakfast Bake, Cinnamon Roll

Creation Station Pasta Bar, Garlic Toast

Grab N Go Chef Salad, Whole Grain Dinner Roll

Fruit & Vegetable Baby Carrots, Pineapple Tidbits, Kiwi, Milk Choice

EXTRA INFO

Harvest of the Month

GRAPEFRUIT POMELLO

KALE COLL GREENS

SAGE SALVIA

1% white and chocolate skim offered with each lunch. Entree salads served with a roll(s).

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New Glarus MSHS
21- Day Cycle Lunch Menu
 Fresh Fruit and Vegetables offered each day on the fruit and vegetable bar.

January

2024

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29

MONDAY

Classic Cafe Chicken Bacon Ranch Melt

Creation Station Hot Dog/Brat Bar, Kettle Potato Chips

Grab N Go Chicken Caesar Salad, Whole Grain Dinner Roll

Fruit & Vegetable Steamed Green Beans, Cauliflower Floret, Peaches, Diced, Fresh Grapes. Milk Choice

THURSDAY

30

TUESDAY

Classic Cafe French Toast Sticks, Pork Sausage Link

Creation Station Jumbo Pizza Slice, Garlic Breadstick

Diner Ham & Turkey Wrap

Fruit & Vegetable Tri Tater, Broccoli Salad, Mixed Canned Fruit, Banana, Milk Choice

FRIDAY

WEDNESDAY

EXTRA INFO



*1% white and chocolate skim offered with each lunch.
 Entree salads served with a roll(s).*

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A la Carte Program

Taher, Inc. recognizes that some students may require a more flexible meal plan. In response to this need, we offer the A la Carte Program, providing healthy meal additions that prioritize good nutrition and offer plenty of variety.

At the High School, we provide the entire lunch program as an Ala Carte Program. Meals are offered and students also enjoy a rich array of choices in the Warrior Way. This allows students to eat and choose what they want, without any influence of the government regulations.

Program Overview:

1. Flexibility for Student Preferences:

- ☞ The A la Carte Program is designed to accommodate students with varying dietary preferences and needs.
- ☞ Additional items can be added to the A la Carte menu based on the specific wants and needs of your student body.

2. Nutritional Guidelines:

- ☞ All items included in the A la Carte lineup adhere to nutritional guidelines established by reputable organizations such as the Alliance for a Healthier Generation, the Department of Education, and the district's wellness policy.

3. Fresh and Natural Ingredients:

- ☞ The A la Carte lineup features items made with fresh and natural ingredients, limiting the inclusion of processed options.
- ☞ We prioritize the use of wholesome components to ensure the overall health and well-being of students.

4. Guidance from Health Organizations:

- ☞ Our A la Carte offerings are developed with guidance from health organizations, ensuring that they align with recognized standards for nutrition and wellness.

5. Student Purchasing Options:

- ☞ Students have the opportunity to purchase A la Carte items according to their preferences.
- ☞ The program allows students to choose additional servings if desired, providing flexibility and variety in their meal selections.

SAMPLE A LA CARTE

- ☞ Deli Sandwiches and wraps
- ☞ Hamburger, cheeseburger, chicken tenders, BBQ sandwich, chicken sandwich
- ☞ Fresh fruits and vegetables
- ☞ Breakfast bars, cereal bars, and breakfast entrees
- ☞ Sports Packs, offered after school, including a sub sandwich, chips, vegetable or fruit and a cookie
- ☞ Cheese, Crackers & Fruit Snack Pack or Cheese and Pretzel Pack
- ☞ Chef Salad – Small & Large
- ☞ Smoothies and Yogurt Parfaits





Sample A la Carte Menu

Pricing is subject to change based on district approval

A la Carte Choices

Pizza Slice	\$2.25	Grapes, Fresh Fruit, 2 cups	\$2.00
Chef Salad, Small	\$2.25	Fresh Fruit	\$0.85
Deli Sandwich	\$2.25	Side Item, vegetable	\$0.85
Deli Wrap	\$2.25	Cookie	\$0.75
Grab - n- Go Lunch with fruit	\$3.00	Extra Entree	\$2.25
Cheeseburger	\$2.25	Breakfast Bar, Cereal Bars, Breakfast Entree	\$1.25
Hamburger	\$2.25	Carton of Milk	\$0.50
Chicken Sandwich	\$2.25	Fruit Works	\$1.25
Spicy Chicken Sandwich	\$2.25	Water	\$1.00
Chicken Tenders	\$2.25	Propel	\$1.75
Chicken Nuggets	\$2.25	Switch	\$1.75
BBQ Rib Sandwich	\$2.25	Mott Fruit Snacks	\$1.25
Sports Pak, sub sand., chips, veg or fruit & cookie	\$4.95	Yogurt Pak, bagel, cream stick yogurt and fruit	\$3.00
Grilled Chicken Sandwich	\$2.25	Yogurt, 4oz	\$1.25
Crispito with cheese	\$2.25	Ice Cream Treats	\$1.25
Mini Corn Dogs	\$2.25	Side Kicks - 100% Juice	\$1.25
Baked Chips	\$1.00	Rice Krispies	\$1.25
Cheese and Crackers with fruit	\$3.00	Brownie	\$1.25
Cheese and Pretzels Bites	\$3.00		

Meal Prices

Students - Reimbursable Meals		Adults:	
Breakfast		Breakfast	\$2.05
Student	\$1.85	Lunch	\$3.75
Adult	\$2.05		
Extra Entree	\$1.25		
Lunch			
Student, Elementary	\$2.85		
Extra Entree	\$2.25		
Student, Secondary	\$3.00		
Creation Station, Diner Station with Fries with Fruit & Vegetable Bar & Milk Selection	\$3.75		
Milk	\$0.50		



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Catering Program

At Taher, Inc., we understand the importance of catering to diverse student needs while promoting healthy eating habits. The A la Carte Program exemplifies our commitment to offering choices that meet both the nutritional requirements and taste preferences of students, creating a well-rounded and adaptable dining experience.

We love food and we know food, and that's why we cater food. Our staff will work with you to design a menu for your event to match your specific needs. In addition to the on-site Food Service team, our Corporate Chefs are available for all your catering needs at an additional charge. In-classroom birthdays, special event planning, board retreats, open houses, training meals for administrators, and beyond, we're here to work with you by putting good food on the table for your next big happening.

SAMPLE CATERING MENU

Catering Arrangements
We appreciate a 24-hour notice for breakfast orders and a 48-hour notice for specialty platters and lunches. Box lunch orders must be placed by 9:30am for following day delivery.

Delivery Charge
There will be no charge for delivery within the general office building.

Staff and Personnel
Taher's corporate chefs will be available for your catering needs at an additional charge. An additional charge will also be applied to orders requiring event coordination and/or ordering from outside vendors. Events requiring service labor or after-hour delivery will be billed at \$25 per hour per person.

Catering Contact
All event arrangements can be made by contacting our catering/food service director at:
Dallas Center-Grimes School District
(515) 986-9747, ext. 162
dsevenich@dc-grimes.k12.tx.us

Payment
Payment is due on the day of the event. We accept cash, check or credit card.

Sales Tax
As required by law, all food and beverage sales are subject to a sales tax.

Cancellations
There will be no charge for hot buffets, specialty platters and box lunch orders cancelled a minimum of 48 hours in advance; all other orders require 3-hour notification or cancellation by 8:00am the day of the event to avoid a cancellation charge.

What is included
For coffee service, breakfasts, dinners and receptions, we will provide all disposable table settings and appropriate condiments at no additional cost. Table linens, signage decorations, such as floral arrangements and fancy table settings are available for an additional charge. China service begins at \$3.50 per person additional charge.



Happy Birthday!
Surprise your child with a birthday treat in their classroom! And, save some time for yourself too!

- One Dozen Cookies \$7.00
- One Dozen Brownies \$8.00
- Two-Layer 8" Cake (serves 12) \$12.00
(choice of chocolate, white, and lemon)

We look forward to helping you with your next event!

Dallas Center-Grimes School Lunch Team



CATERING AND EVENT PLANNING GUIDE

Sample

Corporate, Executive Large Function
Professional Catering & Special Events

Events Catered by
Dallas Center-Grimes School District
School Lunch Team

Donna Sevenich, Food Service Director
Phone: (515) 986-9747, ext. 162
Email: dsevenich@dc-grimes.k12.tx.us

Breakfast on a Platter
**Serves 20 people*

- Assorted Muffin Platter..... \$25.00
- Bagels and Cream Cheese*..... \$20.00
- Fresh Fruit Yogurt with Granola*..... \$25.00
- Fresh Pastries*..... \$25.00
- Baked Quiche (serves 8)..... \$12.00

Beverages

- Coffee — Regular or Decaf
16 oz cup..... \$2.00
Gallon..... \$10.00
- Milk (8 oz carton)..... \$0.50
- Lemonade or Punch (gallon)..... \$6.00
- Bottled Water..... \$1.00
- Assorted Juices (10 oz)..... \$1.50
Apple, Orange, Grape
- Hot Chocolate (gallon)..... \$12.00

Sweet Rewards

- Assorted Cookies..... \$0.50
- Small Cookie..... \$0.75
- Large Cookie..... \$0.75
- Brownies, Lemon Bars..... \$1.00
- Slice of Apple or Cherry Crisp..... \$0.75
- Rice Krispy Treats..... \$2.00
- Ice Cream Sundae Bar..... \$2.00
- Fresh Fruit Yogurt with Granola..... \$2.00

Grab-n-Go Box Lunches
\$6.00 per box lunch

Your choice of sliced roast beef, shaved ham, or sliced turkey on hoagie buns with lettuce, cheese and tomato.

Served with potato chips, seasonal fruit, appropriate condiments, and either a brownie or a cookie

Party Pleasers

- Fresh Fruit Tray
20-35 people..... \$35.00
40-60 people..... \$55.00
- Fresh Vegetable Tray with Dip..... \$25.00
- Assorted Cheeses, Sausage & Crackers
20-30 people..... \$40.00
- Taco Dip and Chips
20-30 people..... \$25.00
- Homemade Caramel Cheq Mix
Serves 30..... \$22.00

16" Homemade Pizzas

- Breakfast Pizza..... \$14.00
- Cheese..... \$14.00
- Pepperoni..... \$16.00
- Sausage..... \$16.00
- Veggie..... \$16.00
- Chicken Alfredo..... \$16.00

Hot Dinner Buffet

Although we have listed a variety of menu options, we welcome your ideas and suggestions and will customize a menu just for you. Prices vary by menu choices.

Buffet Includes:

- Choice of an Entree
- Choice of a Potato
- Choice of an "Extras"
- Dinner Rolls & Butter
- Coffee & Milk
- Choice of a Dessert

Entrées
Baked Ham • Lasagna • Roast Beef & Gravy
Lemon Chicken Breast • Breaded Chicken

Potatoes
Mashed Potatoes with Gravy
Roasted Rosemary Red Potatoes
Au Gratin • Rice Pilaf • Baked Potato

"Extras"
Green Beans with Almonds
Seasoned Corn • Glazed Carrots
Buttered Peas • California Blend Vegetables
Tossed Salad • Caesar Salad
Pasta Salad • Cole Slaw
Fresh Fruit Tray
Fresh Vegetable Tray with Dip

Desserts
Cookie Assortment • Brownie
Cherry or Apple Crisp • Lemon Bars
Ice Cream Sundae Bar

Pasta Buffet
Pasta, two Sauce options, two Meats, Salad, Dinner Roll and Dessert
\$8.00 per person



FOOD QUALITY AND FOOD SAFETY POLICY

QUALITY COMMITMENT

Our food formula is simple: if it isn't good enough to serve to our own family, we won't serve it to anyone else.

We use the following systems and tools to help ensure we're bringing quality products to everyone's tables:

- ☞ Written specifications for the purchasing of quality foods
- ☞ Quality checks by authorized personnel
- ☞ Adherence to rules and regulations for handling food
- ☞ Use of standardized recipes for all homemade products
- ☞ Employing only those familiar with the food industry and quality assurance
- ☞ Planning menus with equitable distribution of workload, efficient use of equipment, and customer satisfaction at their core
- ☞ Food tasting during daily pre-service meetings to ensure quality.

FOOD SAFETY POLICY

Food safety is a must with us, and our policy is to ensure that all food served in cafeterias is safe for consumption.

We do this by:

- ☞ Enlisting a food service manager with a food safety certification to manage the kitchen at each facility.
- ☞ Ensuring the food service program has a HACCP program.
- ☞ Making sure all kitchen facilities are approved by the organization and Food Service Director
- ☞ Supervising external groups' use of the kitchen, except in the event of an external caterer who assumes responsible for their own food safety and quality.
- ☞ Requiring clear documentation for vending machine companies' food supply and guaranteeing that they meet all Good Manufacturing Practices and HACCP Program standards.

COLLECTING FOOD SAMPLES

Collecting food samples is a vital part of quality control in order to ensure that our products are safe for consumption. We use strict and clear guidelines that outline for all employees working with our products how to collect food samples safely, plus how to package and handle potentially hazardous materials.

MAINTAINING THE KITCHEN AND SERVICE AREAS

Sanitation is a core part of our quality control process. Cleanliness and sanitation rely heavily on employee motivation and a shared understanding of their importance. That's why our employees are trained to understand and respect all aspects of sanitation at Taher, Inc. Sanitation checklists, daily guides and activities, and monthly inspections are our protocol, as is supervision to ensure proper compliance.

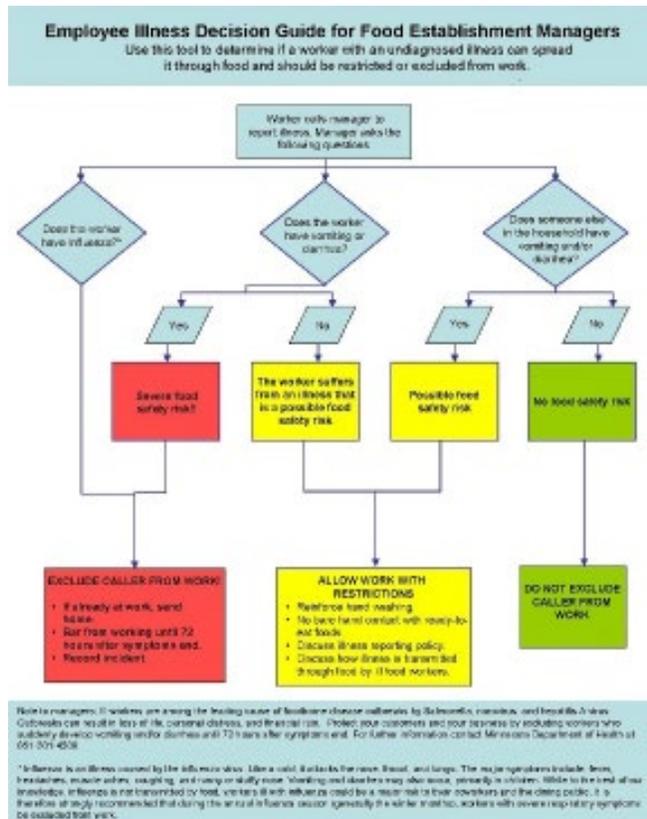




From the food service director to the district manager, our staff works tirelessly to reinforce our commitment to sanitation and to oversee this essential responsibility in our production process. To make sure we meet all legal requirements established by the Occupational Safety and Health Administration (OSHA), we implement the following tools at Taher:

- ☞ Employee safety training and first-aid training, plus all necessary tools for employees to do their jobs properly
- ☞ Emergency plans for fire, serious injury, and illness
- ☞ Equipment inspections on a scheduled basis
- ☞ Periodic test drills
- ☞ Unit inspections and assurance checklists
- ☞ Monthly workplace safety inspections
- ☞ Employee education programs that satisfy OSHA requirements

OUR MANAGERS FOLLOW THIS EMPLOYEE ILLNESS DECISION GUIDE:



FOOD SAFETY PROCESSING STEPS FLOW CHART

PROCESSING STEPS	STANDARDS	CORRECTIVE MEASURE IF STANDARD NOT MET
PURCHASING	Purchasing Director ensures vendors are following HACCP standards	Purchase from other vendors that meet HACCP criteria
RECEIVING	Complete Receiving Log to check in order Refrigerated foods between 38 - 41 degrees F Frozen foods below 0 degrees F Packaging intact No off odor No sign of insect or rodent activity No cross-contamination Date all cases as they are coming in Orders put away immediately	Reject Delivery Reject Delivery Reject Delivery Reject Delivery Reject Delivery Reject Delivery Standard Operating Procedures Discard if time and temperature abused
STORING	Storage areas locked when not attended Store all foods at the proper storage levels according to standards posted at each food storage area All products stored 6" off floor Utilize FIFO rotation when storing products All frozen foods stored below 0 degrees F, refrigerated foods 38 - 41 degrees F. Monitor through use of cooler/freezer temperature logs.	Standard Rebake food immediately, discard if cross-contamination has occurred Standard Discard damaged or spoiled product Discard if time and temperature abused
FOOD PREP	Use 4 approved thawing methods: 1. Under refrigeration 2. Cook from frozen 3. Running water (70 degrees F) 4. Microwave - cook immediately Thaw at proper storage levels in cooler Thaw foods in prep sink only. Avoid thawing in sinks used to wash pots. Clean and sanitize hands Clean and sanitize utensils & cutting boards (when replacing cutting boards switch to colored ones) Clean and sanitize work surfaces Wash all fruits & vegetables Prepare food in small batches to minimize time spent at room temperature	Consult with manager. Discard if time and temperature abused When in doubt, throw it out Discard if contamination occurs Discard if contamination occurs Wash hands frequently Wash, rinse and sanitize utensils Sanitize all counters, cutting boards and knives frequently Clean all produce in sanitized food prep sink Rapidly cool or immediately cook product. Discard if time and temperature abused
HOLDING	Cook in primary, steam and reheat according to raw ingredients. Cook ground meats to 160 degrees F, and hamburger patties to 155 degrees F. Follow posted guidelines for beef steaks and roasts Cook all other foods to a minimum internal temperature of 140 degrees F Add spices early in cooking process. Read labels carefully Use proper thawing procedures	Continue cooking when proper temperatures is achieved Discard product
HOLDING	Store chemicals away from food holding areas. Clearly label all containers. Store glass, toothpicks, staples and tacks away from food holding areas and ice bins (bottom drains) Keep product covered Use a scoop for ice (outside of glass is contaminated from skin contact) Use clean and sanitary equipment to transfer and hold product Hold all hot foods above 140 degrees F Hold all cold foods below 41 degrees F Utilize Sanitize Temperature Log for transported food Utilize Serving Temperature Log	Discard immediately. If food is ingested, save for analysis Discard immediately. If glass breaks near food or ice, discard all items in question Cover Discard if contamination occurs Wash, rinse and sanitize equipment before transferring product into it Return to stove, reheat to 165 degrees F Ice bath to rapidly cool product to below 41 degrees F
FOOD SAMPLES	Prep restraints, gloves and serving practices Cool rapidly in ice water bath and/or shallow pans with 2" product depth COOL RAPIDLY: 70 degrees F must be obtained in 2 hours 40 degrees F must be obtained in 4 hours Verify temperatures throughout cooling and record on Cooling Log	Wear hair restraints and gloves. Keep hands off eating surfaces. Move to shallow pans Discard or reheat to 165 degrees F for 15 seconds one time only Discard or reheat to 165 degrees F for 15 seconds one time only
SERVING	Prep restraints, gloves and serving practices Cool rapidly in ice water bath and/or shallow pans with 2" product depth COOL RAPIDLY: 70 degrees F must be obtained in 2 hours 40 degrees F must be obtained in 4 hours Verify temperatures throughout cooling and record on Cooling Log	Wear hair restraints and gloves. Keep hands off eating surfaces. Move to shallow pans Discard or reheat to 165 degrees F for 15 seconds one time only Discard or reheat to 165 degrees F for 15 seconds one time only
REHEATING	Heat rapidly to 165 degrees F for 15 seconds within 2 hours Do not mix new product into old product Do not reheat or serve leftovers more than once	Reheat to 165 degrees F for 15 seconds within 2 hours, 1 time only Discard product Discard product if any remains after being reheated



HACCP COMPLIANCE

OVERVIEW OF HACCP PROGRAM

Hazard Analysis Critical Control Point (HACCP) is a process control system designed to enhance food safety by identifying and preventing physical, chemical or biological hazards in food production.

HACCP includes steps to prevent problems before they occur and correct problems as soon as they are detected. HACCP is widely recognized as the most effective approach for producing safe food. The foundation for today's HACCP process was developed nearly 70 years ago as a means of ensuring food safety for astronauts. Companies in the United States and around the world have applied this space-age technology to food safety. It is now required by the USDA and the FDA.

BENEFITS OF HACCP

When implemented properly into a food service program, HACCP significantly improves the safety of its food. HACCP can also reduce product waste and operating costs while increasing awareness of potential food safety hazards among production employees. HACCP also provides for record keeping and documentation of evidence in the event of litigation involving food production.

HOW HACCP IS IMPLEMENTED

HACCP systems are based upon seven principles that serve as the foundation for a control system designed for safety in food production. An effective food safety plan must utilize all of the seven HACCP principles. Additionally, a successful HACCP program must also have a solid foundation in Good Manufacturing Practices (GMPs), sanitation, and personal hygiene.

HACCP PRINCIPLES WE FOLLOW

- ☞ Principle 1: Conduct a Hazard Analysis
- ☞ Principle 2: Identify the Critical Control Points (CCPs) in the process.
- ☞ Principle 3: Establish Critical Limits for each Critical Control Point
- ☞ Principle 4: Establish Critical Control Point monitoring requirements.
- ☞ Principle 5: Establish corrective actions.
- ☞ Principle 6: Establish record-keeping procedures.
- ☞ Principle 7: Establish verification procedures.

**Critical Control Points
Critical Limits**

Temperature to Hold Food

- Vegetable Products: 140°
- Fish Products: 145°
- Egg Products: 155°
- Ground Beef Products: 155°
- Pork Products: 165°
- Beef, whole muscle: 165°
- Bean Products: 165°
- Cream Sauce/Soups: 165°

Hold for at least 15 seconds



WHAT THAT MEANS FOR YOU





Our philosophy towards HACCP is a doubled-down commitment to serving only the safest and healthiest food. See below for a sample Sanitation Control Checklist and Quality Assurance Self-Audit, which are multi-page audits used to ensure quality and safety. Full copies can be provided upon request.

Critical Control Points Critical Limits
 Temperature to Hold Food
Hot Food Holding:
 135° or higher
 140° or higher
 (Minnesota)

Critical Control Points Critical Limits
 Temperature to Hold Food
Cold Food Holding:
 41° or colder

QUALITY ASSURANCE SELF AUDIT

BUILDING: _____ DATE: _____

REVIEWERS: _____

POINTS	SERVING AREAS	COMMENTS
_____	Temperatures of food on list are: Soup/Sauce _____ Sandwich _____ Other _____ (write in)	
_____	Gloves used if handling the ready to eat food directly with hands	
_____	Gloves changed, hands washed in between other activities such as wiping up counters	
_____	Food is properly prepared - good appearance, not overcooked nor undercooked	
_____	Food is displayed neatly	
_____	Food/wares are clean, not damaged or worn (plugs, squeeze bottles, pans)	
_____	Sanitizing buckets are set up properly, towels stored in buckets, level of sanitizer, stored away from food or food contact supplies (Test strips are available)	
_____	Ready to serve at each meal period	
_____	Proper serving utensils for proper portioning	
_____	Serving line is set up efficiently - in a logical order for customers and food service	
_____	Service equipment is well cared for using proper cleaning procedures (no damage, all surfaces clean)	If damaged: _____
_____	Serving area is cleaned up in between meal service	
_____	Serving staff is in uniform, including name tags and hair restraints. Personal items are stored in lockers and/or designated areas	
_____	Serving staff is observed talking to customers about what choices they want (Do you want some? Okay?)	
_____	Serving staff is observed making eye contact with customers and/or smiling and/or greeting them	
_____	Utensils utilized for self serve or left out, disposed of daily	
_____	Face masks worn appropriately	
_____	Carroll trays/pastries served cold. Temp _____ write in _____ write in	
_____	Decorations are appropriate, neat, clean	
_____	Quantity of food for meal is enough for number of customers	
_____	Signs are neat, clear, appropriate (not hand-written) and kept current daily	_____/21 points

KITCHEN EQUIPMENT User Name: _____
 User Number: _____

MET	NOT MET	
<input type="checkbox"/>	<input type="checkbox"/>	1. Counter tops wiped as needed with appropriate disinfectant or solution.
<input type="checkbox"/>	<input type="checkbox"/>	2. Oven cleaned routinely and free of burnt-on debris.
<input type="checkbox"/>	<input type="checkbox"/>	3. Oven hoods cleaned weekly with degreaser.
<input type="checkbox"/>	<input type="checkbox"/>	4. Filtration above ovens and grill removed and put through dish machine at least weekly.
<input type="checkbox"/>	<input type="checkbox"/>	5. Grill cleaned after each use and grill trap emptied.
<input type="checkbox"/>	<input type="checkbox"/>	6. Stevetop cleaned with degreaser as needed.
<input type="checkbox"/>	<input type="checkbox"/>	7. Steamer and/or steam-jacketed kettles cleaned after each use. Manufacturer's directions followed daily for proper shut down.
<input type="checkbox"/>	<input type="checkbox"/>	8. French fryer grease strained after each use. Grease and fryer cleaned as needed depending on use.
<input type="checkbox"/>	<input type="checkbox"/>	9. Meat slicer taken apart and thoroughly washed after each use and wiped clean with disinfectant solution.
<input type="checkbox"/>	<input type="checkbox"/>	10. Toaster base wiped daily.
<input type="checkbox"/>	<input type="checkbox"/>	11. Mixer base wiped clean.
<input type="checkbox"/>	<input type="checkbox"/>	12. Coffee urns cleaned with urn cleaner, rinsed thoroughly and wiped daily.
<input type="checkbox"/>	<input type="checkbox"/>	13. Can opener removed from base and washed in dish machine. Base wiped with disinfectant solution.
<input type="checkbox"/>	<input type="checkbox"/>	14. Refrigerator shelves and trays clean - no spills.
<input type="checkbox"/>	<input type="checkbox"/>	15. Freezer straightened. Defrosted as needed.
<input type="checkbox"/>	<input type="checkbox"/>	16. Dishwasher racks and inside cleaned after each meal. Inside free of lime build-up.
<input type="checkbox"/>	<input type="checkbox"/>	17. Meat carts sprayed after each meal. Open carts wiped clean with disinfectant solution.
<input type="checkbox"/>	<input type="checkbox"/>	18. Sinks rinsed with soapy water after each use. Hand sink cleaned with cleanser daily.

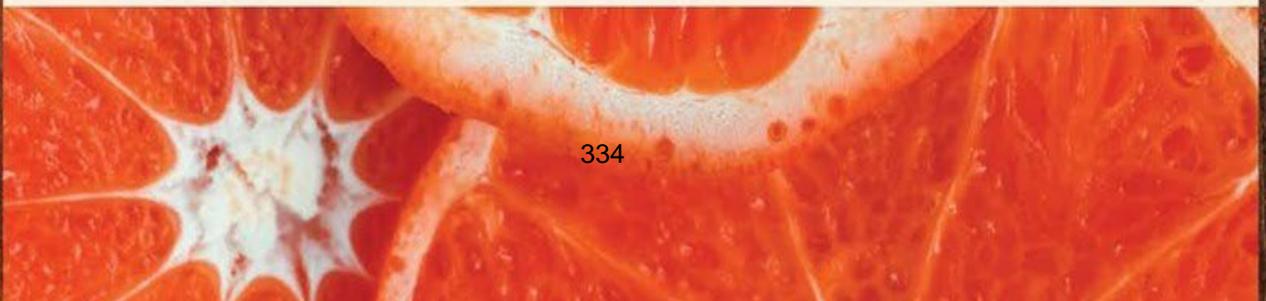
KITCHEN AREA

MET	NOT MET	
<input type="checkbox"/>	<input type="checkbox"/>	1. Storeroom shelves wiped clean and floor swept and mopped routinely.
<input type="checkbox"/>	<input type="checkbox"/>	2. Inventory on hand properly rotated in storeroom. FIRST IN, FIRST OUT.
<input type="checkbox"/>	<input type="checkbox"/>	3. Dishwashing area cleaned after each meal dishes completed.
<input type="checkbox"/>	<input type="checkbox"/>	4. Pan and pan storage area organized and clean. Doors shut or all pans inverted.
<input type="checkbox"/>	<input type="checkbox"/>	5. Drawers and cupboards organized and wiped clean.
<input type="checkbox"/>	<input type="checkbox"/>	6. Floors swept and mopped daily.
<input type="checkbox"/>	<input type="checkbox"/>	7. Dining room tables wiped with disinfectant solution after each meal or as needed.





11 - REQUIRED DOCUMENTS





FINANCIAL WORKBOOK

We have enclosed the complete financial workbook on a separate flash drive submitted with this proposal. Kindly refer to the Excel workbook within the flash drive for the details.





ATTACHMENT F: PROPOSAL AGREEMENT PAGE

Attachment F: Proposal Agreement Page

FSMC Complete section below.
--

THE UNDERSIGNED HEREBY OFFERS to provide the services of an FSMC as specified in this proposal for the period of (contract beginning date) and ending (contract ending date).

I understand that the SFA reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the proposal.

FURTHERMORE, I CERTIFY that, consistent with Section I, subsection R of this RFP, I have not exchanged any gratuities, favors, nor anything of monetary value with the SFA, and this proposal is made without prior understanding, agreement, or connection with any other Offeror submitting a proposal for the same type of service, and is in all respects fair and without collusion or fraud. I agree to abide to all term and conditions of this RFP and certify that I am authorized to sign the RFP for the Offeror.

FSMC Name TaHER, Inc.			
FSMC Street Address 5570 Smetana Drive	City Minnetonka	State MN	Zip 55343
Signature of Authorized Representative 		Date Signed Mo./Day/Yr.	
Printed Name <i>First and Last</i> Bruce TaHER	Title CEO & President		
Email Address taHER.secretary@taHER.com	Phone Area Code/No. (952) 945-0505	FAX Area Code/No.	

SFA Complete section below.

Awarding of the Contract

SFA by signing below is awarding the contract for this RFP to the Offeror of this proposal, herein referred to as "Selected FSMC". This proposal, all sections of the proposal, all terms and conditions, addendums, including any additional addendums mutually agreed to by both the SFA and Offeror will be incorporated into this Awarded Contract.

The undersigned hereby accepts Offeror's services of an FSMC as specified in this proposal for the period of (contract beginning date) and ending (contract ending date).

SFA Name			
SFA Street Address	City	State	Zip
Signature of Authorized Representative 		Date Signed Mo./Day/Yr.	
Printed Name <i>First and Last</i>	Title		
Email Address	Phone Area Code/No.	FAX Area Code/No.	





ATTACHMENT S: INDEPENDENT DETERMINATION CERTIFICATE

Attachment S: Independent Price Determination Certificate STAY

Both the School Food Authority (SFA) and the Food Service Management Company (Offeror) shall execute this Independent Price Determination Certificate.

Taher, Inc.	
Name of Food Service Management Company	Name of School Food Authority

- A. By submission of this offer, the Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
 2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
 3. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.
- B. Each person signing this offer on behalf of the Offeror certifies that:
1. He or she is the person in the Offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
 2. He or she is not the person in other Offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

TO THE BEST OF MY KNOWLEDGE, this Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Signature of Food Service Management Company's Authorized Representative 	Title CEO & President	Date Signed <i>Mo./Day/Yr.</i> 2/29/2024
--	------------------------------	--

IN ACCEPTING THIS OFFER, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above.

Signature of Food School Food Authority 	Title	Date Signed <i>Mo./Day/Yr.</i>
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NOTE: Accepting an Offeror's offer does not constitute award of the contract.





ATTACHMENT T: SUSPENSION AND DEBARMENT CERTIFICATION

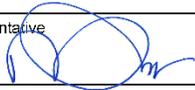
Attachment T: Suspension and Debarment Certification

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion— Lower-Tier Transaction

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733).

(Before completing certification, read instructions below.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Food Service Management Company Taher, Inc.	PR/Award Number or Project Name Example: <i>Awarding of FSMC contract</i>
Name of Authorized Representative Bruce Taher	Title of Authorized Representative CEO & President
Signature of Authorized Representative 	Date Signed Mo./Day/Yr. 2/29/2024

Instructions for Suspension Debarment Certification

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on this page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "transaction", "debarred", "suspended", "ineligible", "lower-tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.





ATTACHMENT U: LOBBYING CERTIFICATION

There are NO Lobbying activities at this time

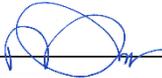
Attachment U: Lobbying Certification

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts exceeding \$100,000 in federal funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of a federal contract, the making of a Federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, *Disclosure of Lobbying Activities*, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of Submitting Official Bruce Taher	Title of Submitting Official CEO & President
Name of Organization Taher, Inc.	Address of Organization 5570 Smetana Drive, Minnetonka, MN 55343
Signature of Submitting Official 	Date Signed <i>Mo./Day/Yr.</i> 2/29/2024

There are NO Lobbying activities at this time





CODE OF ETHICS

TAHER^{INC.}Professional
Food Service Management

Taher Inc. Code of Ethics

Introduction: At Taher, Inc., we are committed to conducting our business with the highest ethical standards. Our reputation for integrity and honesty is one of our most valuable assets. This Code of Ethics outlines the principles and guidelines that all employees of Taher, Inc. are expected to adhere to.

1. Integrity and Honesty:

- Conduct all business activities with honesty, integrity, and transparency.
- Do not engage in deceptive practices, fraud, or any form of dishonesty.
- Offeror's officers, employees, or agents will neither offer, solicit, nor accept gratuities, favors, or anything of monetary value from customers, potential customers, or contractors.

2. Compliance with Laws and Regulations:

- Adhere to all applicable laws, regulations, and industry standards.
- Promptly report any known or suspected violations of laws and regulations.

3. Quality and Safety:

- Prioritize the health and safety of our customers and employees.
- Deliver high-quality food and services that meet or exceed industry standards.

4. Respect for Diversity and Inclusion:

- Treat all individuals with respect and dignity, regardless of their background, race, gender, or beliefs.
- Foster an inclusive work environment that values diversity.

5. Confidentiality:

- Safeguard all confidential and proprietary information, including customer data and business strategies.
- Do not disclose confidential information without proper authorization.

5570 Smetana Dr. • Minnetonka, MN 55343-9022
Tel 952-945-0505 • fax 952-945-0444
www.taher.com





6. Conflict of Interest:

- Avoid situations where personal interests conflict with the interests of Taher, Inc..
- Disclose any potential conflicts of interest promptly.

7. Environmental Responsibility:

- Implement practices that minimize the environmental impact of our operations.
- Strive for sustainability in sourcing and waste reduction.

8. Fair Business Practices:

- Compete fairly and ethically in the marketplace.
- Avoid engaging in unfair business practices, collusion, or anti-competitive behavior.

9. Employee Relations:

- Promote a workplace that is free from discrimination, harassment, and retaliation.
- Provide fair wages, benefits, and opportunities for professional development.

10. Social Responsibility:

- Contribute positively to the communities in which we operate.
- Support charitable and community initiatives that align with our values.

Reporting Violations:

- Employees are encouraged to report any suspected violations of this Code of Ethics through the established reporting channels.

Enforcement:

- Violations of this Code of Ethics may result in disciplinary action, up to and including termination of employment or business relationships.

Bruce Taher
Taher, Inc.
CEO & President

5570 Smetana Dr. • Minnetonka, MN 55343-9022
Tel 952-945-0505 • fax 952-945-0444
www.taher.com





BUY AMERICAN PROVISION

BUY AMERICAN PROVISION

Taher, Inc.. on behalf of the School Food Authority (SFA) will to the maximum extent practicable purchase American grown products as required by participation in the federal school meal programs. Domestic commodity or product means an agricultural commodity produced in the U.S. and a food product processed in the U.S. substantially (at least 51 percent) (7 CFR 210.21, 220.16).

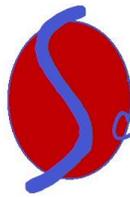
In its purchasing practices and documentation, Taher, Inc.. and any designated representative involved in the procurement process will ensure whenever possible and applicable the following language will be added to all written solicitation documents. Absence of this language in a solicitation document does not absolve the school Food Service Department designated representative from following the regulations when conducting procurements. This requirement will be communicated to all applicable vendors holding awarded contracts with the school Food Service Department designated representative.

The Buy American provision was added to the National School Lunch Act (NSLA) by Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336). Section 12(n) to the NSLA (42 USC 1760(n)), requiring SFAs to purchase, to the maximum extent practicable, domestic commodities or products.

- “Domestic Commodity or Product” are defined as an agricultural commodity that is produced in the United States and a food product that is processed in the U.S. using substantial agricultural commodities that are produced in the U.S.
- “Substantial” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically.

Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the U.S.





P. O. Box 7
1701 Second Street
New Glarus, WI 53574

District: (608) 527-2410

Fax: (608) 527-5101

www.ngsd.k12.wi.us

DATE: April 8, 2024
TO: Board of Education
FROM: Tammy Marty
RE: Food Service Bids

Bid notice letters were sent to 18 vendors. In order to submit a Request for Proposal, vendors were required to attend the mandatory bidder's conference on February 14th. Taher was the only vendor that attended the bid meeting. Taher submitted their bid on March 4, 2024. Prior to Board approval, the DPI School Nutrition Team required NGSD to submit all documents for their review and approval. DPI approved to award the 2024-2025 Food Service Management Contract to Taher and we recommend your approval.

New Glarus Teacher Salary Grid 2024-25 - PRELIM

Start 2024-25	Level	Lane	
		BA 1,250	MA 4,000
	6	55,000	59,000
	7	56,250	60,250
	8	57,500	61,500
	9	58,750	62,750
	10	60,000	64,000
	11	61,250	65,250
	12	62,500	66,500
	13	63,750	67,750
	14	65,000	69,000
	15	66,250	70,250
	16	67,500	71,500
	17	68,750	72,750
	18	70,000	74,000
	19	71,250	75,250
	20	72,500	76,500

Salary Grid Permanent Add On's:

- \$ 1,000 Per completion of 24-40 hours of approved Project Lead the Way Course
- \$ 1,000 Wisconsin DPI Reading Certification (316 / 317)
- \$ 5,000 National Board Certification
- \$ 4,000 PhD

Other Teacher Compensation:

State or National Award One Time Bonus

\$ 1,000

Professional Development / Summer Curriculum Work

\$ 20.00 Hour

Teacher Class Coverage

\$ 20.00 Hour

Summer School Teacher

\$ 30.00 Hour

\$ 40.00 Hour Credit Class / Credit Recovery Classes

After School Adventures Teacher

\$ 30.00 Hour

Homebound Tutoring

\$ 30.00 Hour

Substitute Teacher Rates:

Short Term Teacher Substitute Rate

\$ 144.00 Day

Long Term Teacher Substitute Rate (> 20 day assignment)

\$ 289.47 Day

New Glarus Teacher Salary Grid 2023-24 - Final

Start 2023-24	Level	Lane	
		BA 1,250	MA 4,000
	6	52,500	56,500
	7	53,750	57,750
	8	55,000	59,000
	9	56,250	60,250
	10	57,500	61,500
	11	58,750	62,750
	12	60,000	64,000
	13	61,250	65,250
	14	62,500	66,500
	15	63,750	67,750
	16	65,000	69,000
	17	66,250	70,250
	18	67,500	71,500
	19	68,750	72,750
	20	70,000	74,000

Salary Grid Permanent Add On's:

- \$ 1,000 Per completion of 24-40 hours of approved Project Lead the Way Course
- \$ 1,000 Wisconsin DPI Reading Certification (316 / 317)
- \$ 5,000 National Board Certification
- \$ 4,000 PhD

Other Teacher Compensation:

State or National Award One Time Bonus

\$ 1,000

Professional Development / Summer Curriculum Work

\$ 20.00 Hour

Teacher Class Coverage

\$ 20.00 Hour

Summer School Teacher

\$ 30.00 Hour

\$ 40.00 Hour Credit Class / Credit Recovery Classes

After School Adventures Teacher

\$ 30.00 Hour

Homebound Tutoring

\$ 30.00 Hour

Substitute Teacher Rates:

Short Term Teacher Substitute Rate

\$ 140.00 Day

Long Term Teacher Substitute Rate (> 20 day assignment)

\$ 276.32 Day

HOURLY POSITIONS WAGE CHART FOR 2024-25 - PRELIM

	Step 4	Step 5	Step 6	Step 7	Step 8
Secretary	\$ 21.00	\$ 21.30	\$ 21.60	\$ 21.90	\$ 22.20
Data Info Specialist	\$ 21.00	\$ 21.30	\$ 21.60	\$ 21.90	\$ 22.20
Administrative Asst Superintendent	\$ 21.22	\$ 21.52	\$ 21.82	\$ 22.12	\$ 22.42
Teaching Asst / 4K Asst	\$ 18.19	\$ 18.49	\$ 18.79	\$ 19.09	\$ 19.39
Spec Ed Asst/Title 1 Asst	\$ 18.54	\$ 18.84	\$ 19.14	\$ 19.44	\$ 19.74
Custodial **	\$ 19.53	\$ 19.83	\$ 20.13	\$ 20.43	\$ 20.73
Maintenance	\$ 22.13	\$ 22.43	\$ 22.73	\$ 23.03	\$ 23.33
Van Driver Hourly	\$ 21.65				
Bus Hourly	\$ 23.40				
Bus Route Hourly (AM/PM/Noon)	\$ 25.37				
Student Worker	\$ 12.00				
Substitute Spec Ed / Reg Ed Aides	\$ 17.50				

** Second shift differential pay of \$ 1.00 will be added to the Wage Chart hourly pay for Custodians with assignments that are "primarily" second shift for all hours worked.

HOURLY POSITIONS WAGE CHART FOR 2023-24 - FINAL

	Step 4	Step 5	Step 6	Step 7	Step 8
Secretary	\$ 20.15	\$ 20.45	\$ 20.75	\$ 21.05	\$ 21.35
Data Info Specialist	\$ 20.15	\$ 20.45	\$ 20.75	\$ 21.05	\$ 21.35
Administrative Asst Superintendent	\$ 20.37	\$ 20.67	\$ 20.97	\$ 21.27	\$ 21.57
Teaching Asst / 4K Asst	\$ 17.34	\$ 17.64	\$ 17.94	\$ 18.24	\$ 18.54
Spec Ed Asst/Title 1 Asst	\$ 17.69	\$ 17.99	\$ 18.29	\$ 18.59	\$ 18.89
Custodial **	\$ 18.68	\$ 18.98	\$ 19.28	\$ 19.58	\$ 19.88
Maintenance	\$ 21.28	\$ 21.58	\$ 21.88	\$ 22.18	\$ 22.48
Van Driver Hourly	\$ 20.50				
Bus Hourly	\$ 22.25				
Bus Route Hourly (AM/PM/Noon)	\$ 24.22				
Student Worker	\$ 11.00				
Substitute Spec Ed / Reg Ed Aides	\$ 16.80				

** Second shift differential pay of \$ 1.00 will be added to the Wage Chart hourly pay for Custodians with assignments that are "primarily" second shift for all hours worked.

**OTHER SALARY / HOURLY STAFF
LETTER OF ASSIGNMENTS TO BE ISSUED JUNE 1, 2024**

NAME	POSITION	TERM OF EMPLOYMENT	HRS/ WEEK
MCGOWAN, LARRY	BUILDINGS AND GROUNDS COORD	100% YEAR ROUND	40.00
MALAISE, DONALD	NETWORK COORDINATOR	100% YEAR ROUND	40.00
LEHNHERR, ANDY	HELP DESK COORDINATOR	100% YEAR ROUND	40.00
INGWELL ZIMMERMAN, KAYLA	NURSE	181 DAYS/8 HOURS PER DAY	40.00
REES, CRAIG	SIGN LANGUAGE INTERPRETER	181 DAYS/7.5 HOURS PER DAY	37.50
CERNEK, MITCHELL	ATHLETIC DIRECTOR	STIPEND	

FFA EDGE Conference
April 11-12, 2024
Chula Vista Resort, Wisconsin Dells

- 5 FFA members will be attending accompanied by Advisor, Hanna Mielke.
- FFA is covering all costs.
- The group will be traveling by a school van.

Tour Price Quote

Washington, D.C. & New York

Prepared For
Mark Woelfel at New Glarus Middle School

Prepared On
March 12, 2024

Tour Page
www.efexploreamerica.com/DCN



Your travel details

Total Length
5 days

Departing From
Milwaukee (WI)

Requested Travel Dates
Sunday, June 8, 2025 - Thursday, June 12, 2025

Your Departure Date Range



All-inclusive Price

Price valid for travelers enrolled March 12, 2024 - March 31, 2024

Student
\$2,799

or \$194 / 14 mos

Adult
\$3,179

or \$221 / 14 mos

Price Breakdown

Program Fee	\$2,570
Travel Protection Plan	\$119
Lunch included: \$20 per day	\$110

For every 10 paying travelers, 1 chaperone travels FREE

Unless explicitly stated, lunches are not included.
Adult supplement required for travelers age 20 and older at the time of travel.

An additional \$200 Under 10 Supplement will be applied to all traveler accounts if the group size falls under 10 paying travelers. This will be applied to paying traveler accounts no later than 140 days before departure. Applicable airline baggage fees are not included and can be found at EFExploreAmerica.com/Baggage. All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit EFExploreAmerica.com/BC. Breakfast excluded on day of arrival; dinner excluded on day of departure (Unless otherwise noted).

Your experience includes

Round-trip Transportation

Hotel Accommodations

Overnight Security

Meals

All Gratuities

Guided Tours and Activities

Full-time Tour Director

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

Training and Support

We prepare new Group Leaders on a free Training Tour and provide personal support every step of the way.

Traveler Resources

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team while on tour.

Expert Tour Planning

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

Illness and Accident Coverage

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

\$50 Million Liability Policy

Group Leaders and schools are protected while on tour.

Your tour consultant



Katie Costa
1-800-503-2323
katie.costa@ef.com

8th Grade Washington DC Trip

Important information and Highlights:

- 2023-24- 43 Students, 2 Parents, and 4 Staff Chaperones (49 Travelers)
- Students who worked in Fundraising events this year made between \$50-\$200 depending on the number of events worked. (Concession Stand, 50/50 Raffle) Some students did not work- Only those who worked received funds from these events.
- Earlier sign-up allows for more opportunity to fundraise and new ideas
- Dates are tentative: June 6-12 2025
- Everything on tour is included (meals too)
- The only additional cost will be transportation to and from the airport- Will be covered by fundraising events
- The trip will be dependent on # of travelers (must have more than 10 or there is an additional cost of \$200 per traveler) Ideally, we would like to have 20 students to make this trip happen.

I have attached the quote and the itinerary for your reference. If you have any questions please let me know-

Thanks!

--

Mark R. Woelfel
8th Grade Social Studies Teacher
New Glarus Middle School
Student Government Advisor
MS Volleyball Coach
Sugar River Track & Field Coach

- J. Internships for 2024-25
- K. Girl's Soccer Co-op Renewal

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**Belleville/New Glarus Girls Soccer Co-op
Renewal Proposal for 2025 and 2026**

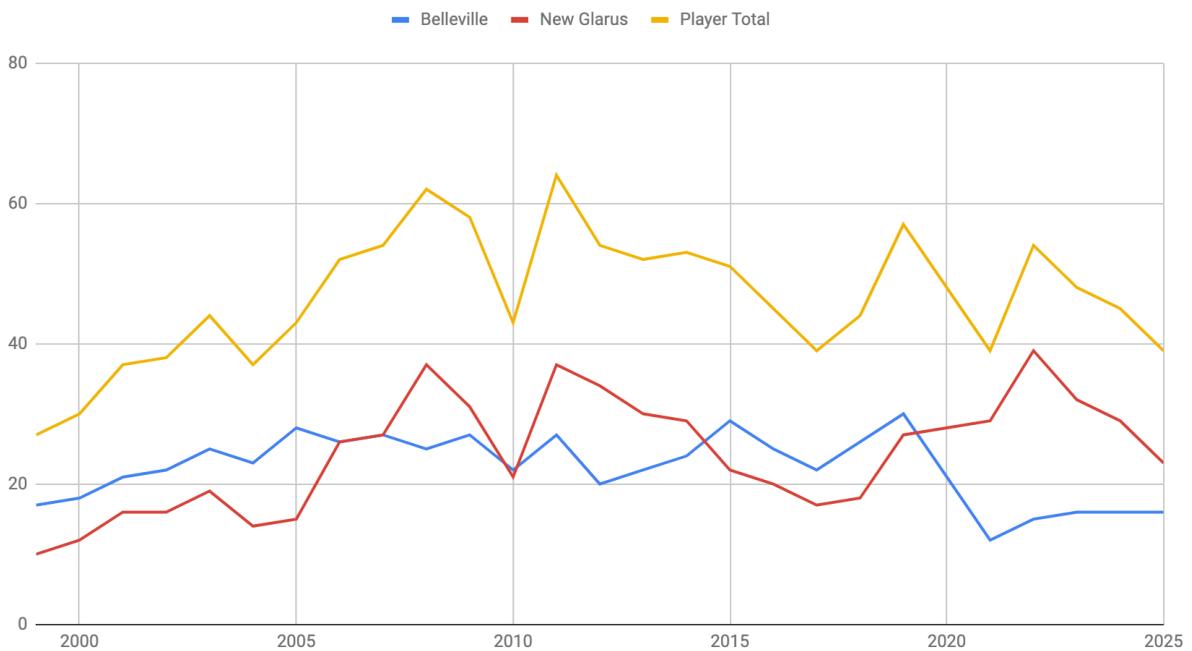
Background:

- Belleville and New Glarus began a co-op for the high school soccer program in the Spring of 1995.
- We have consistently fielded a Varsity and a JV team. If not co-op, most years one of the two schools would struggle to field a JV team.

Participation Breakdown (in last 5 years):

Year	Belleville Participation	New Glarus Participation
2025	~16	~23
2024	16	29
2023	16	30
2022	15	39
2021	12	29

Belleville, New Glarus and Player Total



Co-op Notes:

- Belleville is the host/primary school in the co-op, which means:
 - We play in the Captiol conference
 - Belleville is responsible for hiring coaching staff
 - Belleville is primarily responsible for transportation to/from games
 - Belleville hosts most of the practices/games
 - This *could* change in the future, to have more practices/games in New Glarus, even with Belleville remaining the host/primary school.

2024 Plans

- We are currently planning to play at least 4 JV games in New Glarus in 2024 - Due to construction, with the possibility.
 - JV Swiss Kick, JV Raider Invite
- Once the stadium is available, the use of turf - especially early in Spring, would be attractive and we will continue to play at the best available field throughout the season.

- Annual Boot camp and community activities have been balanced between both communities. We visit the NG Home, have parent meetings and social alternate years at NG and BV.
- Out of season open gyms are hosted at both community gyms.
- We hosted TOPSoccer in NG this year.

Renewal Request:

- All WIAA co-ops must be renewed (approved by school admin/school board) every 2 years.
- We would like to see a 2-year extension to the co-op for 2024-25 and 2025-26.
- Both communities have had up years and down years, we are trending with less participation over the next couple years due to youth numbers. Splitting would put pressure on both communities that might result in a loss of a JV at one or both schools. Loss of JV teams would impact younger and developing athletes that may not have opportunities on a Varsity level. We will see a similar trend in numbers for the Boy's side, which will be even more restrictive. Having both a boys and girls program as co-ops creates a stronger program as we share coaches and resources.
- The local club has also combined, and support the high school programs and both communities. Recently they donated both equipment and financial resources to the New Glarus community. Coaches are drawn from both communities, and the success of the program has been a shining example of where both communities work well together.

Wisconsin Interscholastic Athletic Association

Cooperative Team Sponsorship Signatures

By our signatures we agree we have, as a school administration and school board, reviewed and discussed the items indicated on this form. We further confirm that our school district will provide the same level of institutional oversight to this program as to other sports sponsored by our district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

Please provide your school name

New Glarus

Signature of Board of Education or Governing Body President

Signature of District Administrator

Sugar River Girls Soccer
(2025 + 2026)

Letter of Resignation

Linda Clarke
22 14th Ave Apt 1
New Glarus, Wisconsin 53574

April 8, 2024

New Glarus School District
1701 2nd St
New Glarus, Wisconsin 53574

To Whom it May Concern,

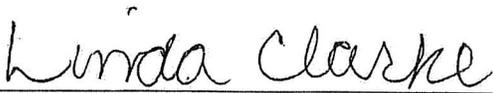
Please accept this as formal notice of my resignation from the position of Custodian at New Glarus School District, effective two (2) weeks from today, making my last day of employment April 30, 2024.

After careful consideration, I have made the decision to resign. Working for New Glarus School District has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this organization.

I will do all in my power to minimize any inconvenience caused to anyone at New Glarus School District by my resignation. I will put forth every effort to facilitate a smooth transition, during my remaining two weeks.

I wish you and New Glarus School District continued growth and success in the future.

Sincerely,


Linda Clarke
(Linda Clarke)

New Position Board Approval
04/08/2024

Name: Jennifer Newcomer
Position: Speech and Language Pathologist
Percentage of employment: 100%
Term of employment: 2024-25 school year
Placement on Salary Grid: MA, Level 18

**New Position Board Approval
04/08/2024**

Name: Randall Anthony Edge
Position: Elementary Teacher
Percentage of employment: 100%
Term of employment: 2024-25 school year
Placement on Salary Grid: MA, Level 20

VII. **DISCUSSION ITEMS**

- A. Primary School Updates
- B. Athletic Complex Updates
- C. Land Closing Update
- D. April 2nd Election Results

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OFFICIAL NEW GLARUS SCHOOL BOARD - SPRING ELECTION
April 2, 2024

Canvassing of the Election Results took place April 4, 2024 at 8:30 a.m. -High School Conference Room

SCHOOL BOARD CANDIDATE:	Village of	Adams	Exeter	Montrose	New Glarus	Perry	Primrose	Washington	York	TOTALS:
	New Glarus	Township	Township	Township	Township	Township	Township	Township	Township	
Scott D. Rippe	198	3	26	0	114	6	22	3	55	427
Travis Zimmerman	373	4	44	1	274	9	48	9	78	840
Cari Ann Muggenburg	370	4	54	1	262	3	44	5	66	809
										0
TOTALS:	941	11	124	2	650	18	114	17	199	2076

****Zero registered write-in candidates.***

0

- VIII. **ANNOUNCEMENTS**
- IX. **FUTURE AGENDA ITEMS**
- X. **FUTURE SCHOOL BOARD AND COMMITTEE MEETINGS**
 - A. April 22, 2024 - Re-Organizational Meeting - 7:00p.m.
 - B. April 22, 2024 - Discussion & Regular Board Meeting - 7:15 p.m.
 - C. May 13, 2024 - Discussion and Regular Board Meeting - 7:15 p.m.
- XI. **CLOSED SESSION:** The Board of Education will entertain a motion to convene in closed session pursuant to s. 19.85 (1) (e), Wis.Stats, as appropriate to review the Blanchardville Co-op request for the District to consider changes to the Primary School site plan. The Board will propose recommendations in closed session. Thereafter, the Board will entertain a motion to reconvene into open session. The Board may take further action that is necessary and appropriate. The Board will then entertain a motion to adjourn.
- XII. **ADJOURN**

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

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