

SECTION 500-PERSONNEL

TABLE OF CONTENTS	PAGE
510- EMPLOYMENT OF SUBSTITUTES	2
511-HARASSMENT	3
511-Rule GENEVA JOINT 4-WOODS ELEMENTARY SCHOOL EMPLOYMENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES	5
511.1-EQUAL EMPLOYMENT OPPORTUNITY	8
512-EMPLOYEE HARASSMENT AND BULLYING	9
521 - STAFF ETHICS	11
522-STAFF CONDUCT	12
522.1-ALCOHOL AND DRUG-FREE WORKPLACE	14
522.2-TOBACCO USE BY STAFF ON SCHOOL PREMISES	16
522.5-STAFF INVOLVEMENT IN POLITICAL ACTIVITIES	17
522.7 -STAFF USE OF TECHNOLOGY RESOURCES	18
522.7-RULE- STAFF USE OF THE INTERNET AND ELECTRONIC MEDIA	19
522.8- -STAFF DRESS	23
522.9- STAFF EVALUATION	24
522.10 - EVALUATION OF SUPPORT STAFF	25
523.1- STAFF PHYSICAL EXAMINATIONS	26
525 - CRIMINAL HISTORY RECORD CHECK	27
526-PERSONNEL RECORDS	28
527-STAFF COMPLAINTS AND GRIEVANCES	29
527-RULE-STAFF GRIEVANCE PROCEDURE	30
525-POLICY-STAFF SOLICITATIONS	33
533.1-CRIMINAL BACKGROUND CHECKS	34

Geneva Joint 4-Woods Elementary School

BOARD POLICY

510- EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The District Administrator shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required.

Substitutes must possess a valid Wisconsin professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified. The District may declare that an emergency exists due to the lack of qualified available substitutes and permit the use of a substitute with a bachelor's degree but not a professional certificate. There must also be verification that a satisfactory background check has been conducted.

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

511 – HARASSMENT

The Board of Education acknowledges all regulations, requirements and responsibility defined by state and federal law.

It is the policy of the Geneva Jt. 4 School District (“ District”) to maintain and insure learning and working environments free of any form of intimidation or harassment toward employees or students. To ensure such an environment, the District specifically prohibits harassment and intimidation directed towards another based on that person’s gender, personal gender, personal appearance, national origin, ancestry, creed, race, color, citizenship, religion, age, pregnancy, marital or parental status, ethnicity, sexual orientation, disability (physical, emotional, cognitive or learning), military service membership, or use or nonuse of lawful products off District property during non-working hours.

Intimidation and harassment can arise from a broad range of physical or verbal behaviors (by employees and students or by outside individuals such as community members, volunteers or outside contractors) which can include, but is not limited to, the following:

- Physical or mental abuse
- Racial, ethnic or religious insults or slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes, stories or innuendos
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation or termination or students’ status
- Display of sexually explicit or otherwise offensive posters, photographs, calendars or other materials
- Sending sexually explicit or otherwise offensive e-mails
- Making sexual gestures with hands or body movements
- Intentionally standing close or brushing up against another individual
- Inappropriately staring at an individual or touching his or her clothing, hair or body
- Whistling at another individual (“cat calling”)
- Asking personal questions about an individual’s sexual life
- Repeatedly asking out a person who has stated that he or she is not interested
- Striking, shoving, kicking, throwing objects at or otherwise subjecting another person to physical contact or attempting or threatening to do the same.

These are activities that are offensive and inappropriate. The District will not tolerate harassment by any individual, including supervisors, other employees, students, consultants, volunteers, outside contractors or community members in any curricular, extra curricular, pupil service, recreational or other program or District activity. This policy against harassment applies throughout the District and all District functions.

Reporting Procedure

Individuals who experience harassment or intimidation are encouraged to first speak to the person who has engaged in the inappropriate behavior about his or her conduct to explain that such behavior offends them. The District encourages immediate responses to such problems. If the inappropriate behavior does not stop after discussing it with the offender, or if the individual is not comfortable speaking to the offender directly, one of the individuals listed below should be notified as soon as possible.

Any employee (or other person performing services for the District) or student who believes that he or she has been the subject of prohibited harassment or retaliation should report the matter immediately to a teacher, principal, supervisor or the designated compliant officer. (See also the 512 Rule and 512 Form). Any such reports will be investigated promptly and be kept confidential within the bounds of the districts

Investigation and the law. Individuals bringing harassment complaints are encouraged to keep any notes, letters or other written material related to the complaint.

Disciplinary Procedure:

Students who engage in any type of harassment shall be subject to disciplinary action, which may include expulsion.

Employees who engage in any type of harassment shall be subject to disciplinary action, up to and including termination.

Agents, consultants, volunteers or citizens who engage in any type of harassment of students or District employees will risk termination of their contract or agreement with the District and/or referred to the proper legal authorities.

False charges of any type of harassment will be treated as a serious offense.

Individuals reporting incidents of any type of harassment in good faith will be protected from retaliation or reprisals. Any person who engages in retaliatory conduct against a complainant will be subject to disciplinary action, up to and including termination or expulsion.

References: Wis. Stat. 111.31 – 111.36, 118.13
Title IX, 1972 Education Act Amendments
Title IV, Civil Rights Act of 1964 (as amended in 1991)
Wisconsin Administrative Code PI 9.03 (1).

511-Rule GENEVA JOINT 4-WOODS ELEMENTARY SCHOOL EMPLOYMENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES

An employee, former employee or applicant for employment who believes that any part of the school organization has violated any law prohibiting discrimination or harassment based on a legally protected status in the workplace (including provisions prohibiting employer retaliation in connection with such laws) or that there has been a violation of the District's equal opportunity employment or harassment/bullying policy may bring forward a complaint as outlined below:

Informal Procedure

Anyone who believes he/she has a valid basis for a complaint may discuss the concern with the appropriate administrator prior to initiating a formal complaint. For purposes of this procedure, the "appropriate administrator" is defined as the following:

1. The District Administrator ; or
2. If the complaint is against or involves the District Administrator, the board president.

If the complaint is submitted to the District Administrator, or other person as identified above, that individual shall serve as, or designate, a complaint manager. The complaint manager shall be responsible for coordinating the processing of the complaint, including any attempt to mediate a possible resolution to the complaint, any investigation that may be necessary, and all communications with the individual(s) who submitted the complaint.

If the complaint is against the District Administrator or a Board member and is submitted to the District Administrator, that individual shall forward the complaint to the Board President, who shall hire outside legal counsel. Legal counsel shall determine, in consultation with the complaining party and the Board President, whether it is in the District's best interests to attempt to mediate a resolution to the complaint or to process the informal complaint under the steps of the formal complaint procedure, as identified below.

If the reply that the complainant receives is not acceptable to him/her, or if, for any reason, the individual does not feel comfortable attempting to resolve the matter informally as described in this section of the procedure, the individual may initiate the formal complaint procedure according to the steps listed below.

Formal Complaint Procedure

Step 1: The complainant shall submit a signed complaint to the District Administrator who shall serve as or designate the complaint manager. Except as provided in the following paragraph, the District Administrator shall have responsibility to decide the merits of the case at Step 1, determine what actions will be taken (if any), and report in writing the resolution of the complaint to the complainant(s).

If the allegation is against the District Administrator, the complainant shall submit the Step 1 complaint directly to the Board President. The Board President shall engage outside legal counsel as the complaint manager, who shall recommend either of the following to the Board President following an investigation into the matters raised by the complaint: (1) that the complaint lacks merit and that the Board President may communicate that conclusion and resolution to the complaining party; or (2) the complaint may have merit and/or that some degree of responsive or remedial action may be appropriate, and that legal counsel advises consultation with the full Board regarding such possible resolution. In conjunction with legal counsel, the Board President shall report in writing the resolution of the case to the complainant.

The District can usually respond most effectively to a complaint when a complaint is filed shortly after the occurrence of the event(s) giving rise to the complaint. In general, formal complaints under this procedure should be filed within 300 calendar days of the

occurrence of the alleged unlawful, discriminatory, harassing or retaliatory act(s), or within 300 days after the last occurrence of an ongoing condition. While there is no absolute deadline for the filing of a complaint under this procedure, it is important for complainants to be aware that gaps in time of even less than 300 days can make it more difficult to engage in fact-finding and/or may limit the remedies that are reasonably available from the District. The District, acting through the complaint manager may determine that any complaint filed more than 300 days after the alleged act(s) occurred (or more than 300 days after the last occurrence of an ongoing condition) is not sufficiently timely to permit an investigation and/or possible remedy. A decision to dismiss a complaint because it is untimely may be appealed to the Board under Step 2, and the Board may either affirm the dismissal of the complaint for lack of a timely filing or remand the complaint for further processing.

Step 2: If the complainant is dissatisfied with the decision of the District Administrator (or Board President or Board), he/she may appeal to the Board within twenty-one (21) calendar days of the date that the Step 1 written decision is provided to the complainant. Such appeal shall be delivered to the District Administrator or (if the District Administrator is the alleged perpetrator) to the Board President. The individual receiving notice of the appeal on behalf of the School District shall immediately forward the appeal to the Board President, who shall arrange a meeting at which the Board will consider the appeal. If the Board issued the decision that is being appealed, the Board shall treat the appeal as a request for reconsideration.

External Agency or Court Filing: If the complainant is not satisfied with the Board's decision, or in lieu of utilizing the internal complaint procedures established by this procedure, the complainant may pursue alternate actions available under state or federal laws (e.g. appeal to State Superintendent of Public Instruction (for teachers and administrative personnel), filing of complaint with the Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights - Region V and/or any court having proper jurisdiction). Any party with a complaint is solely responsible for determining the applicable outside agencies or courts with which a complaint may properly be filed and the applicable filing deadlines. Unless mandated by a state or federal law or regulation, pursuing an internal complaint under this procedure does not extend or toll the filing deadlines applicable to filing a complaint with an external agency or court. While it is not always necessary to pursue an internal complaint before filing a complaint with an external agency or court, all individuals are given notice that failure to follow an employer's internal procedures for giving notice of incidents and complaints can, in some cases, affect the individual's ability to seek remedies from an external agency or court.

The District's responses to discrimination complaints shall be made within any timelines established by law.

Maintenance of Complaint Records

Records should be kept for each complaint filed and, at a minimum, should include the following:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

Name _____ Date _____

Address _____

(City, State, Zip)

Telephone _____
(Home) (School or Work Location)

Status of person filing complaint: _____ Student _____ Employee
_____ Parent _____ Other

Statement of complaint (include the specific incidents(s) in which it occurred):

Signature of complainant:

Date complaint filed:

Signature of person receiving complaint:

Date received:

Submit all copies to employee designated to receive complaints, or the immediate supervisor, or their respective secretaries. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be sent to the complaint investigation officer.

Approved: 1994
Revised: September 2010

511.1- GENEVA JOINT 4-WOODS ELEMENTARY SCHOOL EQUAL EMPLOYMENT OPPORTUNITY

The District is committed to equal employment opportunity in its personnel practices. Hiring and administration shall be conducted so as not to illegally discriminate against any applicant or employee on the basis of age, race, sex, sexual orientation, disability, citizenship, marital status, pregnancy, national origin, creed, color, political affiliation, ancestry, arrest or conviction record, military service, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other reason prohibited by applicable law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities. Employees desiring a reasonable accommodation should make such a request to their immediate supervisor, the District Administrator, or the District Administrator's designee.

Complaints regarding the interpretation or application of this policy shall be referred to the administrative staff and processed in accordance with established procedures. The Board encourages the informal resolution of complaints. Notice of this policy shall be given in accordance with state and federal laws.

Legal References:

Wisconsin Statutes

Sections 111.31 - 111.395	[Fair employment]
Section 118.195	[Prohibition on discrimination against handicapped teachers]
Section 118.20	[Teacher discrimination prohibited]

Federal Statutes

Titles VI and VII of the Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Age Discrimination Act of 1975
Pregnancy Discrimination Act
Immigration Control and Reform Act
Americans with Disabilities Act of 1990 (as amended)
Civil Rights Act of 1991

Cross References:

511-Rule	[Employment Discrimination and Harassment Complaint Procedures]
512	[Employee Harassment and Bullying]

Adoption Date: September 14, 2011

512-EMPLOYEE HARASSMENT AND BULLYING

The District does not tolerate harassment or bullying of employees, as such actions are disruptive to the educational environment and detrimental to the staff's health and safety.

"Harassment" is defined as behavior toward an individual based, in whole or in part, on a person's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital status, sexual orientation, disability, age or other protected status which has the purpose or effect of: (1) creating an intimidating, hostile or offensive work environment; (2) interfering with a person's work performance; or (3) otherwise adversely affecting a person's employment opportunities. Harassment can occur as a result of a single incident or a pattern of behavior.

"Sexual harassment" is defined as any unsolicited and unwelcome sexual advances, requests for sexual favors or other sexual conduct, either verbal or physical, directed at a person of the same or opposite gender as the harasser when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or advancement;
- submission to or rejection of such conduct by an employee is used as the basis for employment decisions;
- such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of prohibited sexual harassment include, but are not limited to, the following: lewd or sexually suggestive comments; sexual flirtations; touching; advances or propositions; off-color language or jokes of a sexual nature; slurs and any other verbal, graphic, or physical conduct relating to an individual's gender; any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons.

"Bullying" includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing, name-calling, put-downs, threatening looks, false rumors, false accusations, retaliation for reporting harassment or bullying, and similar activities.

All employees are responsible for ensuring that harassment and bullying do not occur and for reporting alleged harassment or bullying. An employee who believes he/she has been subjected to harassment or bullying by anyone, including supervisors, co-workers, students, or Board members, shall immediately report it in accordance with the District's employment and harassment discrimination complaint procedures. Any employee who is aware of harassment/bullying, whether or not that employee is a victim of same, also has an obligation to report it. All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Identities of the parties involved shall be kept confidential to the extent possible, consistent with legal requirements and District policy. No one shall attempt to restrain, interfere with, coerce, or take reprisal action against a complainant or witnesses during or after the presentation, processing, and resolution of a complaint.

Any employee who violates this policy is subject to disciplinary action up to and including discharge. Disciplinary action against an employee shall be in accordance with applicable state

and federal law, administrative rules and District policy. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including discharge.

This policy and related complaint procedures shall be published annually and distributed to all staff. District staff will be required to sign an acknowledgment of receipt of the policy and procedure on an annual basis. Training shall be conducted annually on this policy for all staff in the District.

Legal References:

Wisconsin Statutes

Section 111.31	[Declaration of fair employment policy]
Section 111.32(13)	[Definition of "sexual harassment"]
Section 111.36(1)(b)	[Sexual harassment]
Section 118.195	[Prohibition on discrimination against handicapped teachers]
Section 118.20	[Teacher discrimination prohibited]
Section 947.013	[Harassment]

Federal Statutes

Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Equal Employment Opportunities Commission Guidelines (29 C.F.R. - Part 1604.11)

Cross References:

511-Rule	[Employee Discrimination and Harassment Complaint Procedure]
Policy 522	[Staff Conduct]
Policy 522.7	[Staff Use of the Internet and Electronic Media]
Policy 523.4	[Staff Protection]

Adoption Date: August 10, 2011

521 - STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

Approved: April 2011

522-POLICY-STAFF CONDUCT

The District expects its employees to do quality work, maintain confidentiality, work efficiently, and exhibit a professional, courteous and respectful attitude toward other employees, parents, and students.

The District also expects employees to:

1. Comply with all applicable work rules, job descriptions, terms of the *Employee Handbook* and legal obligations; and
2. Comply with the standards of conduct set out in Board policies, the *Employee Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees.

Violation of any policies, rules, regulations and guidelines may result in disciplinary action, up to and including discharge. Disciplinary actions shall be carried out in accordance with established District procedures.

Some infractions have implications beyond the employment relationship between the District and an individual employee, and the District may inform local, state, and federal officials of such conduct. Included among the behaviors covered by this policy are violations of applicable law, "immoral conduct" that could result in revocation of an individual's licensure through the Wisconsin Department of Public Instruction, and any other actions that the District deems pertinent.

Legal References:

Wisconsin Statutes

Sections 19.41-.59	[Code of ethics for public officials and employees]
<u>Section 101.123</u>	[Smoking prohibited]
Section 115.31	[Staff misconduct reporting; license or permit revocation; reports; investigation]
Section 125.09	[Restriction on alcoholic beverages on school grounds]
Section 943.70	[Computer crimes]
Section 946.10	[Bribery of public officers and employees]
Section 946.12	[Misconduct in public office]
Section 946.13	[Private interest in public contract prohibited]
Section 947.0125	[Unlawful use of computerized communication systems]
Chapter 961	[Uniform Controlled Substances Act]

Federal Statutes

Drug-Free Workplace Act of 1988
Pro-Children Act of 2001
Children's Internet Protection Act
Federal Copyright Law [17 U.S.C.]

Cross References:

Policy 512	[Harassment and Bullying]
Policy 522.1	[Alcohol and Drug-Free Workplace]
Policy 522.2	[Tobacco Use by Staff on School Premises]
Policy 522.4	[Staff Ethics/Conflicts of Interest]
Policy 522.5	[Staff Involvement in Political Activities]

Policy 522.6	[Staff Involvement in Community Activities]
Policy 522.7	[Staff Use of the Internet and Electronic Media]
Policy 522.8	[Staff Dress]
Policy 523.11	[Employee Alcohol and Drug Testing]
Policy 523.4	[Staff Protection]
Policy 524	[Staff Gifts and Gratuities]
Policy 525	[Staff Solicitations]
Policy 527	[Staff Complaints and Grievances]
Policy 528	[Student-Staff Relations]

Adoption Date: August 10, 2011

522.1-ALCOHOL AND DRUG-FREE WORKPLACE

In order to protect the health, welfare and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises, in any school-owned vehicle, or off premises at any school-approved activity, event or function where students are under the jurisdiction of the District: Possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, inhalants, any controlled substance, or substances represented as such. The sole exception to these prohibitions involves prescription medication prescribed to an employee and used by the employee in accordance with his/her doctor's instructions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or any controlled substance, the employee may be asked to submit to alcohol and drug assessment testing, which will be done with procedures that ensure the confidentiality and privacy interests of the employee.

Compliance with the District's policies and rules regarding alcohol or drug use is mandatory and is a condition of employment. Employees who violate the District's policies or rules regarding these substances shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution.

An employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace. This notification shall be made within five days of such conviction, and the District Administrator will then notify the appropriate federal agency. After receiving notice from an employee, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and (if applicable) employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.

Legal References:

Wisconsin Statutes

Section 120.13	[School board powers]
Section 121.02(1)(i)	[Safe facilities]
Section 125.09	[Restriction on alcoholic beverages on school grounds]
Chapter 961	[Uniform Controlled Substances Act]

Federal Statutes

Drug-Free Workplace Act of 1988

Cross References:

Policy 522	[Staff Conduct]
Policy 523.11	[Employee Alcohol and Drug Testing]
Policy 523.3	[Employee Assistance Program]
Policy 526	[Personnel Records]
Policy 527	[Staff Complaints and Grievances]

Adoption Date: September 14, 2011

522.2-TOBACCO USE BY STAFF ON SCHOOL PREMISES

Employees shall not use tobacco products on District premises, in District vehicles, or in the presence of students at school or school-related activities.

Building principals shall be responsible for disseminating information regarding this policy prohibition, including posting appropriate signs on school premises.

Employees violating this policy will be subject to disciplinary action, up to and including discharge, and referral to law enforcement authorities.

Legal References:

Wisconsin Statutes

Section 101.123 [Smoking prohibited]

Section 120.12(20) [School board duty to prohibit tobacco use on school premises]

Federal Laws

Pro-Children Act of 2001 [Smoking prohibited in indoor facilities providing education services to children]

Cross References:

Policy 522 [Staff Conduct]

Policy 527 [Staff Complaints and Grievances]

Adoption Date: September 14, 2011

522.5-STAFF INVOLVEMENT IN POLITICAL ACTIVITIES

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- A. No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- B. No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- C. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

Adoption Date: September 14, 2011

522.7-POLICY-STAFF USE OF TECHNOLOGY RESOURCES

The District provides staff with access to information technology and communication resources to accomplish its mission of educating students, and use of same shall be carried out in a responsible manner in accordance with established Board policies and rules outlined in the employment handbook. Among the resources within the scope of this policy and its implementing rules are the following: internet, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications (including email), wireless access points, printers, cameras, personal digital assistants (pda's), removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy.

Users of District information technology and communications resources shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the District. The District retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over District data, voice or video networks, or stored on its equipment. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

The administration shall create and enforce rules for use of information technology and communication resources. Policy or rule violations may result in one or more of the following: (1) restriction of access to District information technology and communication resources; (2) appropriate disciplinary action, up to and including discharge; and (3) referral of the matter to law enforcement authorities. At all times, staff should be aware that use of District resources is a privilege, not a right, and that privilege may be restricted or revoked at any time.

Wisconsin Statutes

Sections 19.21-.39	[Public records]
Sections 19.62-.80	[Personal information practices]
Section 118.125	[Pupil records]
Section 120.12(1)	[Management of school district—common and union school districts]
Section 120.44	[School board powers and duties—unified school districts]
Section 943.70	[Computer crimes]
Section 947.0125	[Unlawful use of computerized communication systems]

Wisconsin Administrative Code

Section ADM Ch. 12	[Electronic records management]
--------------------	---------------------------------

Federal Statutes

Children's Internet Protection Act
Federal Copyright Law [17 U.S.C.]
Electronic Communications Privacy Act [18 U.S.C. §§ 2510-22]
Technology Education and Copyright Harmonization Act (TEACH Act)
Federal Family Educational Rights and Privacy Act (FERPA)

Cross References:

Policy 512	[Employee Harassment and Bullying]
Policy 522	[Staff Conduct]
Policy 522.7(R)	[Rules for Staff Use of the Internet and Electronic Media]
Policy 527	[Staff Complaints and Grievances]
Policy 528	[Staff-Students Relations]

Adoption Date: October 19, 2011

522.7-RULE- STAFF USE OF THE INTERNET AND ELECTRONIC MEDIA

The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District. In the District's effort to maintain current technology practices, more responsibility and cooperation is required of employees to use the following core software programs and technology resources.

A. Electronic Communications:

- Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
- The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, social media, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
- Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and District administration. External electronic storage devices are subject to monitoring if used with District resources.

B. User Responsibilities: Network/Internet users (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the Network/Internet:

- The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
- Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate

material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.

- A user may not disable internet tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.

- C. Electronic Communications with Students: Employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as set forth herein. An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student.

For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. The following definitions apply for purposes of this section on Electronic Communication with Students:

"Authorized Personnel" includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the District Administrator or a campus principal.

"Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

"Electronic media" includes all forms of social media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video sharing Websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, MySpace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

- D. Limited Electronic Communication with Students: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, items such as matters relating to class work, homework, and tests).
2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, items such as matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
3. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for this purpose. The employee must

enable administration and parents to access the employee's professional page.

4. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
 5. The employee shall not communicate with any student between the hours of 4 p.m. and 8 a.m. unless the employee has supervisory responsibilities for the student at that time. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
 6. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
 7. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:
 - a. prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
 - b. confidentiality of student records.
 - c. confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses.
 - d. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
 - e. An employee may request an exception from one or more of the limitations above by submitting a written request to his/her immediate supervisor.
- E. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.
- Employees who create pupil records via email need to ensure that pupil records are retained for the period of time specified by the pupil records law. For this reason, the District heavily discourages the use of email as the means to communicate about individually identifiable students.
- F. Electronic Recording: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons

participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.

- G. Compliance with Federal, State and Local Law: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. Confidentiality of student records.
 2. Confidentiality of other District records, including educator evaluations and private email addresses.
 3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
- H. Personal Web Pages: Employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- I. Disclaimer: The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Adoption Date: October 19, 2011

522.8- POLICY-STAFF DRESS

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene.

The District expects all employees to be neat and clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere.

The administration shall be empowered under this policy to specify further requirements for staff dress (e.g., more detailed information on what constitutes appropriate clothing for different positions).

Wisconsin Statutes

Sections 120.13 [School board powers]

Adoption Date: October 19, 2011

522.9- STAFF EVALUATION

The Board of Education is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of establishing and implementing a program of personnel assessment.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member consistent with the terms of a negotiated agreement or contract, applicable State statutes, and the District Administrator's guidelines. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by contractual agreement or State law.

P.I. 8.01(2q), Wis. Adm. Code

Approved: January 2011

522.10 - EVALUATION OF SUPPORT STAFF

The Board of Education recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The District Administrator shall prepare administrative guidelines for the conduct of support staff member evaluations.

Approved: April 2011

523.1-POLICY- STAFF PHYSICAL EXAMINATIONS

Upon employment and at intervals deemed appropriate by the Board, all staff members shall have a physical examination that complies with applicable state statutes. Such examination shall include a standard tuberculin test or chest x-ray. Employees are responsible for obtaining all physical examinations that may be required under this policy and relevant law.

Tuberculin tests shall not be required of any school employee who files with the school board an affidavit setting forth that the he/she depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. Notwithstanding the filing of such affidavit, if there is reasonable cause to believe that such employee is suffering from an illness detrimental to the health of the pupils, the District may require a health examination of the employee sufficient to indicate whether or not he/she is suffering from such an illness. No school employee may be discriminated against by reason of filing such affidavit.

Legal References:

Wisconsin Statutes

Section 103.15	[Restrictions on use of HIV test]
Section 118.25	[Health examinations]
Sections 146.81-.83	[Health care records]
Section 343.12(2)	[Special authorization for school bus drivers]

Federal Statutes

Americans with Disabilities Act of 1990
Americans with Disabilities Amendments Act of 2008

Adoption Date: October 19, 2011

525 - CRIMINAL HISTORY RECORD CHECK

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Approved: April 2011

526-POLICY-PERSONNEL RECORDS

A personnel file shall be maintained for each District employee. To the extent required by applicable law, employee medical records shall be maintained separately from an employee's other personnel records.

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the administrator or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the District Administrator with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part of it may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of documents contained in the personnel file upon payment of the actual cost for making such a copy. An employee shall not have the right to review the contents of or receive copies of the following items:

- Records relating to the investigation of possible criminal offenses committed by that employee.
- Letters of reference for that employee.
- Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.
- Materials used by the employer for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the employer's planning purposes.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

Personnel records shall be released to third parties only in accordance with relevant law.

Legal References:

Wisconsin Statutes

Chapter 19, Chapters II, IV [Access to public records]

Section 103.13 [Records open to employee]

Section 146.81-.84 [Patient health records]

Section 252.15 [Restrictions on use of HIV test]

Federal Statute

Americans with Disabilities Act of 1990

Health Insurance Portability and Accountability

Adoption Date: August 10, 2011

527-STAFF COMPLAINTS AND GRIEVANCES

The School Board shall provide for the orderly resolution of employee grievances related to discipline, termination, and workplace safety. The exclusive means of resolving employee grievances shall be through the grievance procedure adopted by the Board. Any school employee of the District has the right of access to the grievance procedure.

The procedure shall provide for grievances to be handled in a timely manner and shall contain an appeals process in which the highest level of appeal is the Board. The procedure shall also include an opportunity for employees to present their case before an impartial hearing officer. The Board shall select the hearing officer in accordance with the following guidelines:

- The hearing officer shall be impartial.
- The hearing officer shall be (1) an attorney who is licensed to practice in the State of Wisconsin; or (2) a current or former school administrator who is familiar with procedures for conducting a fair and impartial hearing.
- If the hearing officer is an attorney, that individual may be an attorney who (or whose firm) represents the District in some other capacity only if (1) there is no evidence of bias toward either party; and (2) he/she does not present the case for the administration.
- The hearing officer must be available to hear the case and render a decision in a timely manner.
- The hearing officer may not be an employee of the District.
- The hearing officer must agree to comply with all relevant laws covering personnel and student records.

A determined effort shall be made to settle any grievance at the lowest possible level.

Legal References:

Wisconsin Statutes

Sections 19.81-19.88 [Open Meetings Law]

Section 66.0509(1m)[Civil service protection and grievance procedure]

Cross References:

511-Rule [Employment Discrimination and Harassment Complaint Procedures]

Adoption Date: August 10, 2011

527-RULE-STAFF GRIEVANCE PROCEDURE

Purpose

The purpose of this procedure is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

Definitions

- Grievance: A "grievance" is defined as any complaint that concerns discipline, termination, or workplace safety.
- Grievant: A "grievant" may be any employee or group of employees.
- Day: The term "days" as used in this Article shall mean regularly scheduled workdays, unless otherwise indicated.

Time Limits

The time limits set forth herein shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in this Section shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by the mutual consent of the District and the grievant. The parties may, through mutual consent, agree to start the grievance at a higher step if the grievance involves termination and is initially filed in a timely manner pursuant to the timelines set forth below.

Grievance Processing Procedure

Grievances shall be processed in accordance with the following procedure:

Step One - Informal Resolution: An earnest effort shall first be made to settle the matter informally between the employee and the immediate supervisor. A grievance may be initiated through an informal meeting and discussion with the immediate supervisor, the employee and the employee's designated representative. The informal meeting and discussion shall occur within thirty (30) days after the facts upon which the grievance is based first occurred. The immediate supervisor will give an answer to the grievance. The grievant(s) shall be required to state the purpose of the discussions and event(s) upon which the discussions are based. The immediate supervisor shall notify the grievant and (if applicable and appropriate) the representative of his/her answer within ten (10) days. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file a written grievance.

Step Two - Written Grievance: If the grievance is not resolved at Step One, the grievant(s) shall file a written grievance with the immediate supervisor within ten (10) days of the response in Step One above or if no response is provided within ten (10) days of the deadline for the response. The written grievance shall include the facts upon which the grievance is based, the issues involved, the *Handbook* provision alleged to be violated and the relief sought. The grievance shall be signed and dated by the grievant. The immediate supervisor shall respond to the grievance in

writing within ten (10) days. However, if there is an ongoing investigation related to the subject matter of the grievance, the immediate supervisor shall have until ten days after completion of the investigation to respond to the grievance. The District Administrator shall indicate in writing the disposition of the grievance and forward it to the grievant and (if applicable and appropriate) the grievant's representative. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the impartial hearing officer.

Step Three - Appeal to Impartial Hearing Officer: If the grievance is not resolved in Step Two, the employee must notify the District Administrator, within ten (10) days after receipt of the District Administrator's answer or if no response is provided within ten (10) days of the deadline for the response, if he or she intends to process the grievance to an impartial hearing officer.

This step of the process is available only if the alleged violation of District policy or *Employee Handbook* involves discipline, termination, or workplace safety.

If there is a dispute over the timeliness or the ability to use the grievance procedure on the issue, the Administration shall have the discretion to bifurcate the hearing for the purpose of deciding those issues (i.e. address whether the grievance was filed in a timely manner before hearing the merits of the grievance or address whether the content of the grievance is properly before the impartial hearing officer).

Step Four – Appeal to Board of Education: If the grievance is not resolved at Step Three, the grievance may be appealed to the School Board within ten (10) days after the decision at the prior step. Either the administration or the grievant may appeal an impartial hearing officer's decision to the Board. The Board's decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Wisconsin's Open Meetings Law. The Board shall meet with the parties to review the evidence and hear testimony relating to the grievance. At the hearing, each party may cross-examine any witness of the other party. If either party presents an exhibit that was not presented at a prior step of the grievance process, the exhibit must be provided to the other party at least twenty-four (24) hours prior to the hearing. On appeal from Step Three, the hearing officer's factual findings and conclusions of law shall have distinct standards of review. The Board shall accord some deference to the hearing officer's findings of fact but (1) may modify any such findings if, after consulting with the hearing officer, the Board concludes that the most reasonable view of the record calls for modification of one or more of the findings; or (2) may remand the case to the hearing officer for further factual development and (if necessary) revised conclusions of law. In terms of conclusions of law and mixed questions of fact and law, the Board shall apply a *de novo* standard of review, meaning that the hearing officer's findings shall be accorded no deference.

The Board shall render a written decision that affirms, reverses, or modifies the decision of the hearing officer (or, if applicable, of the District Administrator). Such decision shall be rendered in a timely manner and shall be sent to the administration, the grievant, and (if applicable) the grievant's representative. The Board's decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Wisconsin's Open Meetings Law.

Grievant's Right to Representation

Any grievant may be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing.

Consolidation of Grievances

Grievances of the same type, and with similar fact situations, may be consolidated at the discretion of the Administration.

Group Grievances

Group grievances are those that involve more than one employee and any of the following:

- A. More than one work site;
- B. More than one supervisor; or
- C. An administrator other than the immediate supervisor.

Such grievances may be initially filed at Step Three; however, such grievance shall follow the initial timelines for filing the grievance at Steps One and Two above.

Adoption Date: August 10, 2011

525-POLICY-STAFF SOLICITATIONS

Employees may not promote the sale of or act as an agent for the sale of goods or services to any student while on District property or at any District activity.

Legal References:

Wisconsin Statutes

Section 118.12 [Sale of goods and services at schools]

Cross References:

Policy 522 [Staff conduct]
Policy 522.4 [Staff ethics/conflicts of interest]
Policy 524 [Staff gifts and gratuities]

Adoption Date: October 19, 2011

533.1-CRIMINAL BACKGROUND CHECKS

Applicants

All individuals applying for a position are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- Has been convicted of a misdemeanor or felony in this state or any other state or country;
- Whether there are any pending misdemeanor or felony charges against them in Wisconsin or any other state or country; and
- Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for termination of employment.

Additionally, all persons applying for any position shall be required to:

- Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; and
- Supply a fingerprint sample and submit to criminal history records checks.

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

Knowingly falsifying any of the preceding information shall be sufficient grounds for discharge.

If a job applicant has committed a crime that substantially relates to the circumstances of the particular position for which he/she is applying, the District may take that offense into consideration when deciding whether to employ the individual.

All Employees

All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;

- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. Failure to report under this policy may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. the nature of the offense;
- B. the date of the offense;
- C. the relationship between the offense and the position to which the employee is assigned.

Nothing in this policy shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

Employees Who Drive, Etc. for District

All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator or his/her designee. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.

Legal References:

Wisconsin Statutes

- Section 111.31 [Declaration of fair employment policy]
- Section 111.321 [Prohibited bases of discrimination]
- Section 111.335 [Arrest or conviction record; exceptions and special cases]

Cross References:

- Policy 511 [Equal employment opportunity]

Adoption Date: August 10, 2011