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PERSONNEL POLICIES GOALS

The personnel policies of the School District of Fall Creek are an essential part of the program of public education in the community. Through its personnel policies, the Board wishes to establish conditions that will attract and retain the best qualified personnel for all positions.

All personnel policies shall be in conformance with provisions of the current employe agreement(s) and legal requirements.

The district administrator is directed to establish procedures as needed to implement personnel policies.

LEGAL REF.: Section 111.70 Wisconsin Statutes

CROSS REF.: FCEA Contract

APPROVED: July 1, 1991

EQUAL OPPORTUNITY EMPLOYMENT

The School District of Fall Creek is an equal opportunity employer. Personnel hiring and administration in the district shall be conducted so as not to discriminate against applicant or employe on the basis of age, race, sex or sexual orientation, marital status, national origin, handicap, creed, color, political affiliation, ancestry, arrest or conviction record or any other reason prohibited by state or federal law. The district will carefully and systematically examine all of its employment policies and practices to be sure they do not either purposely or inadvertently operate to the detriment of any persons.

Application forms, hiring practices and personnel administration shall be periodically evaluated relative to equal opportunity employment.

Discrimination complaints shall be processed in accordance with established procedures.

The administrative staff shall be responsible for effectively implementing all nondiscrimination policies.

LEGAL REF.: Title IX, Education Amendments of 1972
 Title VI, Civil Rights Act of 1964
 Section 504, Rehabilitation Act of 1973
 Age Discrimination Act of 1967
 Sections 111.31 - 111.395 Wisconsin Statutes
 118.195
 118.20

CROSS REF.: 113-Rule, Complaint Procedures
 (Nondiscrimination)
 FCEA Contract

APPROVED: December 2, 1991

HARASSMENT DISCRIMINATION POLICY

It is the policy of the School District of Fall Creek to prevent and eliminate harassment and discrimination in the school community. In all instances, harassment discrimination undermines the integrity of the learning environment, workplace and delivery of service. Harassment may take many forms including sexual harassment which can constitute unlawful sex discrimination and all are violations of state and federal laws. Both males and females can be victims or perpetrators of harassment.

The district shall not permit any form of harassment discrimination based upon race, religion, sex, national origin or other protected status. Conduct which has as its purpose or effect to interfere with an individual's work performance or creates an unfriendly or offensive school/work environment is prohibited. This includes, but is not limited to, verbal or physical intimidation, any manner of threats, ethnic jokes, slurs, cursing or name calling. The standards and procedures set forth apply equally to all forms of unlawful discrimination. The school board will not tolerate any conduct which fails to comply with the letter and spirit of these guidelines.

For purposes of this policy, sexual harassment is unwanted sexual attention from peers, subordinates, supervisors or anyone the victim may interact with in order to fulfill job or school duties, where the victim's responses may be restrained by fear of reprisals. Actions which can constitute sexual harassment include, but are not limited to, any of the following:

1. deliberate and repeated displays of sexually explicit gestures or verbal comments;
2. subtle pressure for sexual activity;
3. leering;
4. pinching;
5. patting and other forms of unwanted touching;
6. rape or attempted rape;
7. graphic commentaries on the victim's body;
8. sexually suggestive jokes, objects or pictures in the school or workplace;
9. sexually degrading words used to describe the victim;
10. propositions of a sexual nature; and
11. the threat or insinuation that the lack of sexual submission will adversely affect the victim's grades, extra or co-curricular activities, employment, wages, advancement, assigned duties, work, shifts, classifications, or other conditions that affect the victim's livelihood.

Any student or employee who experiences harassment discrimination should report such incident(s) to the principal, guidance counselor, Title IX coordinator, superintendent or a teacher.

When teachers are made aware of harassment discrimination, they will report it to the principal, guidance counselor, Title IX coordinator or superintendent. Reports of harassment will be

investigated in a timely fashion.

Failure of the administration to take adequate steps to stop harassment discrimination of which it is aware, or should be aware, or of which it has been notified can constitute unlawful discrimination.

LEGAL REF.: Section 111.32(5)(g)4 Wisconsin Statutes
Title VII of the Civil Rights Act of 1964

CROSS REF.: 113 Nondiscrimination
411 Equal Education Opportunity Policy
411 Rule - Complaint Procedure (Non Discrimination)

APPROVED: November 17, 1997

REVISED: March 26, 2001

REVIEWED:

SCHOOL DISTRICT OF FALL CREEK

The district will annually publish or make available to staff, students and families the Harassment Policy and Harassment Resolution Procedure.

HARASSMENT RESOLUTION PROCEDURE

1. An earnest effort shall be made to resolve all incidents of harassment informally. The identity of the parties involved shall be kept confidential to the extent possible.
2. Any complaint may be presented verbally or in writing. A student who believes he or she has been subjected to harassment by anyone shall report, in a timely fashion, the harassment to either the principal, a guidance counselor or any other designated adult employee.
3. An employee who believes he or she has been subjected to harassment by anyone, including supervisors, co-workers, students or school board members shall report in timely fashion the harassment to either the principal of the employee's building or to the district administrator. If an employee's complaint involves someone in the employee's direct line of supervision, or if the employee is uncomfortable discussing the matter with either of the designated persons, the employee is urged to report to any other supervisor with the complaint.

Any district employee, who is aware of harassment, whether or not the employee is a victim of harassment, has an obligation to report such harassment to either the school principal or the district administrator.

4. The principal shall thoroughly investigate the complaint, notify the person who has been accused of harassment, and permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 9 days after receipt of the complaint, if deemed necessary. The principal shall give a written response to the complaint within 10 days after receipt of the complaint.
5. If the complainant (person who feels they've been harassed) is not satisfied with the response of the principal she/he may submit a written appeal to the district administrator indicating the nature of the disagreement. The appeal must be filed within 10 days after receipt of the principal's written response.

The district administrator may schedule a meeting of all parties to the complaint if deemed necessary. The district administrator shall schedule a meeting if requested by the complainant. The district administrator shall give a response to the complainant's appeal within 9 days of the date the appeal is filed or 9 days after the meeting, whichever is later.

6. If the complainant is not satisfied with the response of the district administrator an appeal to the School Board may be filed. The appeal must be filed within 10 days of receipt of the district administrator's response. The School Board shall conduct a hearing within 28 days of receipt of the appeal. The School Board shall give a written response within 14 days of the completion of the hearing.
7. Students may appeal this decision within 30 days of the School Board response to:

State Superintendent of Public Instruction
125 S, Webster Street
P.O. Box 7841
Madison, WI 53707

In addition, if the complainant is not satisfied with the response of the Board, she/he may, at any point in this process, file a complaint with the proper legal authorities.

An affected employee may also file a formal appeal with the Equal Rights Division of the Department of Industry, Labor and Human Relations. Such formal complaints will be acted upon by the Equal Rights Division in accordance with state law. The employee may also raise the issue of harassment with the following agency:

- a. U.S. Equal Employment Opportunities Commission
310 West Wisconsin Ave.
Milwaukee, WI 53203
Telephone: 414-297-1111 or 414-297-1112
- b. His or her union representative according to specific contract language.

An affected student may also file a formal complaint with the following agencies:

- a. Office of Equal Educational Opportunities
Wisconsin Department of Public Instruction
125 South Webster St.
P.O. Box 7841
Madison, WI 53707
- b. Office for Civil Rights, Region V
U.S. Department of Education
300 South Wacker Drive
Chicago, IL 60606

Monitoring

The District will, at periodic intervals, follow-up to make sure that any harassment discrimination that has been found to have occurred has not been repeated and to insure that no retaliatory action has been taken against the complainant.

FALL CREEK PUBLIC SCHOOLS
FALL CREEK, WISCONSIN 54742
715-877-2123
HARASSMENT DISCRIMINATION COMPLAINT
(You may request assistance in filling out this form)

Name: _____ Date: _____

Address: _____

Telephone Number: _____

Name of parent or guardian: _____

Please describe as best you can exactly what happened to you that leads you to believe that you have been harassed or discriminated against. You may need to use words or make statements that make you uncomfortable, but are needed for accuracy. You need to know that this is acceptable here. *(The information needed to complete this form will be kept as confidential as possible, while it must be understood that the incident will be investigated, and the information contained herein will be used in that investigation.)*

Who do you claim caused whitt incident? _____

When did the incident happen? _____

Where did the incident happen? _____

What actually happened? _____

Did anyone else witness the incident? _____ If yes, who? _____

Is this an isolated incident? _____ Has anything like this happened previously? _____

If so, please explain _____

Are there any witnesses to anything that happened previously? _____ If so, who?

Is there any other information you'd like to share that relates to this incident? _____

(Date)

(Signature)

If an individual assisted with the completion of this form, please sign below.

(Date)

(Signature)

Every effort will be made to resolve this issue as quickly and as simply as possible.
You need to know that because you filled out this complaint, any reprisal on the part of anyone can be considered a form of harassment and will be dealt with by school authorities.

Record of Action Taken Concerning Resolutions of Harassment Complaint by Staff

This portion of the form is to be completed by the adult who is aware of the complaint either prior to the completion of the form or as a result of the completion of the form. *(You may wish to attach more information on a separate page.)*

What action has been taken to intervene in this issue? _____

(Date)

(Signature)

Response from Administrator to Reporting Staff

Action taken: _____

(Date)

(Signature)

Who will be responsible to check with the individual(s) who has/have been harassed to determine that the alleged harassment has ceased and retaliatory action has not occurred? *(More than one teacher/administrator could be checking.)*

-Promptly submit a copy of this page to the reporting staff.

-Promptly submit completed copy of this three-page form to the Equity Coordinator.

APPROVED: March 26, 2001

STAFF INVOLVEMENT IN DECISIONMAKING

It shall be the policy of the Board to encourage employee participation in decisionmaking in the school district.

The district administrator shall develop channels for the communication of ideas and feelings by employees regarding the operation of the schools. He/she shall weigh with care the counsel given by employees (professional and support staff), and shall inform the Board of such counsel in presenting reports of administrative action and in making recommendations for Board action.

In the development of rules and regulations for the operation of the school system, the district administrator shall include in the planning stages, whenever feasible, those employees who will be affected by such provisions.

CROSS REF.: FCEA Contract

APPROVED: July 1, 1991

BOARD-STAFF COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the district administrator.

All communications or reports to the Board or any Board committee from school staff shall be submitted through the district administrator, except as otherwise provided.

The district administrator shall keep staff members fully informed of all official communications, policies and directives of the Board.

APPROVED: July 1, 1991

SCHOOL DISTRICT OF FALL CREEK

COMMUNICABLE DISEASE POLICY

Mission Statement

It is the policy of the Fall Creek School District, pursuant to federal, state and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff, and to educate students and staff in disease prevention methods and sound health practices.

We recognize the term "Universal Precautions" to refer to a system of infectious disease control which assumes that every direct contact with blood/body fluids is infectious. This policy requires that every person who may be exposed to direct contact with blood/body fluids to be protected as though such blood/body fluids were HIV or HBV infected. Body fluids that have been recognized by the Center for Disease Control as directly linked to the transmission of HIV and/or HBV and/or to which universal precautions should apply:

Blood
Semen
Blood products
Vaginal secretions

In an effort to maintain a safe and healthful school environment, the District will provide educational opportunities to students AND staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases (including HIV infection) at school and in school related activities.

In recognition that a school individual's health status is personal and private, the District will handle information regarding students and staff with suspected or confirmed communicable diseases in accord with state and federal law and school Board policies regarding confidentiality of student and staff records, while at the same time complying with applicable public health reporting requirements.

Students and staff may be excluded from school and/or school related activities if they are suspected of or diagnosed as having a communicable disease as defined in the administrative interpretation that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedure.

LEGAL REF.: 48.981 Wisconsin Statutes
118.01 (2) (d)
118.07
118.125
118.126
118.17
118.29
121.02 (1) (g)
121.02 (1) (i)
140.05 (16)
143.12

APPROVED: December 2, 1991

ADMINISTRATIVE PROCEDURESA. EDUCATIONAL AND PREVENTIVE MEASURES

1. The School District of Fall Creek will ensure that all examinations/inoculations required of students and staff have been obtained when appropriate.
2. The nurse serving the School District shall be responsible for the appropriate maintenance of a health station in EACH school building. The nurse shall ensure that a list of communicable diseases, as defined by the Department of Health and Social Services, is posted in the health station and that information regarding the suppression and control of communicable diseases is available for review by interested students and staff.
3. Information regarding suppression and control of communicable diseases will be included as a regular part of the curriculum for students. (It will be integrated in their K-12 health education program.) (Prevention & Control of Disease content area.)
4. Information regarding suppression and control of communicable disease will be included in orientation sessions for new staff (teacher handbooks) and will be used periodically in training programs for existing staff (in-service).
5. The standard procedures in this policy to PREVENT the spread of communicable diseases transmitted by air (tuberculosis, chicken pox, measles, mumps and rubella) or by exchange of body fluids (such as hepatitis A and B, rotavirus, cytomegalovirus, salmonella, staphylococcus aureus, and AIDS) and the spread of other conditions (such as pediculosis, scabies and body lice) will be followed by ALL staff in the performance of their duties.
6. Blood/body spill kits, first aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school environment will be available in EACH school business office, kitchen, gymnasium office(s), custodial room, nurse's office and on each bus.

B. CONFIDENTIALITY/REPORTING

1. The principal and/or school nurse shall function as the School District/s liaison with students and staff, parents and physicians, public health officials and the community at large concerning communicable disease issues in the school.
2. Any person who knows or suspects that a student or staff member has a communicable disease shall report the facts to the principal and/or school nurse. (It must be noted that there must be voluntary disclosure or consent from the parents of a student for the principal of the school to become a part of the health care team.) The health care team deals with determining whether or not a student should return to school.
3. The principal will confer with the nurse serving the school district and, to the extent circumstances warrant and permit, with the subject of the report. (For student subjects, the student's parent/guardian will be included.)

4. If required, pursuant to public health statutes and regulations, the principal and/or school nurse will make a report to the Local Public Health Officer.
5. The school district will maintain the confidentiality of the health records of students. They will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the school district's operations. A negligent or intentional disclosure of the test results could result in civil liability or criminal penalties being imposed against the violator under Wis. Stat. Sec. 146.025 (8) & (9).

C. EXCLUSION FROM SCHOOL

1. STUDENTS

- a. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home so they can be sent to a physician for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue studies or poses a significant risk of transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.
- b. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made by the nurse, in consultation with Local Public Health Official/Health Care Provider. (The School nurse MAY NOT confer with the administration about results of an HIV test without written consent from the parent(s) or legal guardians.)
- c. The nurse may refer this determination to the health care team:
 1. The health care team will consist of the principal (if parental consent was granted), the nurse serving the school district, the local public health officer, and - to the extent the cooperation of such individuals can be obtained – the student's physician. The team will confer, as necessary, with the school district's medical consultant and legal counsel and with state public health officials.
 2. The health care team will convene at the request of the school nurse to determine whether and under what circumstances the student may be sent home for diagnosis and treatment or excused from school attendance. The health care team may also receive referrals for the purpose of formulating recommendations regarding educational program.
 3. The health status of a student temporarily removed from the usual school setting to protect the health of self or others will be reevaluated by the health care team at regular intervals.

4. The health care team may provide information to the district administrator and School Board to the extent permitted in light of confidentiality requirements.

If the disease in question appears to require a lengthy period of exclusions or to pose a serious health threat to the student or others (tuberculosis, hepatitis B, and HIV (AIDS) infection, for example), the school nurse should refer the case to the health care team.

- d. For students with previously identified exceptional educational needs or whose communicable disease may be spread to the rest of the school population, the principal, in consultation with the School District's Director of Special Education, may refer this case to the M-Team. The normal membership of the M-Team making any such determination should be supplemented to the extent possible by the student's physician and parent or guardian, the Local Public Health Officer, and/or the nurse serving the school district.
- e. Before making a determination that a student should be sent home for diagnosis and treatment or excused from school attendance, the nurse, healthcare team, or M-Team reviewing the case shall, to the extent circumstances warrant and permit, inform the student and the student's parent/guardian of the reasons for the contemplated action and shall consider any information on the student and/or the student's condition. If a student is sent home or excused from school attendance pursuant to this procedure, the school nurse or public health officer shall immediately notify the student's parent/guardian of the action and the reasons thereof.
- f. Alternative educational opportunities will be arranged for students who must be excused from school attendance for a significant period of time.
- g. The nurse serving the school district and, where appropriate, with local health officials, shall determine when a student who has been excused from school attendance may be readmitted. As a condition of continued or renewed attendance, the District may require a statement from a student's physician that a student is in suitable condition to attend school.

2. APPEALS PROCEDURE

- a. A parent or guardian of a minor student or an adult student who disputes the determination or action of the nurse, health care team, or M-Team concerning exclusion of a student from school attendance pursuant to this procedure may appeal such determination or action by bringing or sending a complaint to the school district's nurse.
- b. A complaint must be made in writing, signed by the complainant, and submitted within 3 consecutive school days of the disputed determination or action, and must contain: a) a statement of the facts, b) a statement of the relief requesting, and c) any necessary medical information.

- c. The school district's nurse shall confer with the complainant within 2 consecutive school days of receipt of the complaint to verify the nature of the complaint and to explain the procedure that will be followed to resolve the complaint.
- d. Complaints involving the identification, evaluation, educational placement, or provision of a free appropriate public education of a student with exceptional educational need will be resolved through the procedures contained in the District's Special Educational Handbook.
- e. Complaints involving pupil discrimination on the basis of handicap or of physical, mental, emotional, or learning disability will be resolved through the procedures established by the District to comply with 118.13 of the Wisconsin Statutes, Wisconsin Administrative Code PI 9.04, and 504 of the Federal Rehabilitation Act of 1973.
- f. The school nurse will resolve other complaints. The school nurse will confer with the parties involved and will render a written decision within 7 consecutive school days of his/her receipt of the complaint. A complainant who remains unsatisfied with the nurse's decision may appeal to the school board. This appeal must be made in writing, signed by the complainant, and submitted to the president of the school board within 2 consecutive school days of the district nurse's decision and must state the reasons for disagreement with that decision. The School Board will afford the complainant a hearing, upon request, and will render a written decision within 2 consecutive school days of receipt of the appeal or (if a hearing is held) conclusion of the hearing.
- g. Except to the extent prohibited by law, a student may be excluded from school during the pendency of any appeal hereunder.

3. STAFF

- a. If there is a reasonable cause to believe that a staff member has a communicable disease that could be detrimental to the health of self or others in the school environment, the school District reserves the right, in consultation with the nurse and local public health official serving the school district and in accord with existing School Board policies and/or collective bargaining agreement provisions, to require a medical examination of the staff member at the School District's expense and a physician's statement indicating whether the staff member is in suitable condition to continue working.
- b. The determination as to whether and under what circumstances a staff member's communicable disease poses a significant health risk to others in the school environment or makes adequate performance impossible shall be made by the district administrator (or designee), in consultation with the nurse serving the school district and, where appropriate, with Local Public Health Official(s).

- c. Before making a determination that a staff member should be excused from work, the district administrator shall inform the staff member of the reasons for the contemplated action and shall consider any information the staff member may choose to offer regarding his/her condition. The district administrator shall also consider whether a reasonable accommodation could eliminate the health risk to the staff member or others and/or permit adequate performance.
- d. Staff who are diagnosed as having a communicable disease that poses a significant risk of transmission to others in the school environment or that renders them unable to adequately perform their duties shall be excused from work.
- e. The district administrator shall provide written notice to any staff member excused from work pursuant to this procedure. Staff so excused may utilize any applicable alternative employment opportunities provided under existing School Board policies and/or collective bargaining agreement provisions – which may include sick leave, unpaid leave of absence, or reassignment – but are not guaranteed continued or renewed employment except to the extent provided under such policies or provisions.
- f. Staff whose employment is terminated because of a communicable disease may receive such post-employment benefits as are provided pursuant to existing School Board policies, collective bargaining agreement provisions, and state and federal law.

4. APPEALS PROCEDURE

- a. Staff excused from work pursuant to this procedure and subject to a collective bargaining agreement may appeal the district administrator's determination or action according to the grievance procedure set forth in the collective bargaining agreement.
- b. Staff excused from work pursuant to this procedure and not subject to a collective bargaining agreement may appeal the district administrator's determination or action according to the procedures set forth.
- c. Except to the extent prohibited by law or by Board policies or collective bargaining agreement provisions, a staff member may be excused from work during the pendency of any appeal hereunder.

D. HIV INFECTIONS/AIDS

1. GENERAL

- a. In addition to maintaining normal confidentiality regarding health records of students and staff, the District will not disclose the results of a test for the presence of an antibody to HIV except as expressly authorized by the test subject or by law.

- b. Except as authorized by the affected staff member or student and/or student's parent/guardian, knowledge that a student or staff member is HIV-infected will be disclosed only to those persons with direct need to know.
- c. Health records of students and staff concerning HIV infections will be kept separate from the remainder of the affected individuals' records and will be disclosed only to the extent required or permitted by law.

2. STUDENTS

- a. As a general rule, students suspected of or diagnosed as being HIV-infected SHOULD be allowed to attend school in their regular classroom setting and should be considered eligible for all rights, privileges, and services provided by existing laws and district policy. Decisions regarding the type of educational setting appropriate for suspected or diagnosed HIV-infected students will be made on an individual basis and will be based, whenever possible, on an objective assessment by the health care team or M-Team of the behavior, neurological development, and physical condition of each student and of that student's expected type of interaction with others in that setting.
- b. If it is determined that an HIV-infected student endangers the health of students or staff or poses a risk of significantly exposing students or staff to HIV: for example – if the student 1) has open sores that cannot be covered and/or 2) demonstrates behavior such as biting that could result in direct inoculation of potentially infected body fluids into the bloodstream of another – the student may be placed in a more restricted setting. If homebound instruction is necessary, the homebound tutor will be advised regarding the standard procedures to be followed to prevent transmission of communicable diseases through exchange of body fluids.
- c. HIV-infected students may be immunodeficient and their health may therefore be threatened when other communicable diseases are present in the school environment. For each student known to be HIV-infected, the nurse serving the school district will notify the student and/or the student's parent/guardian when such communicable diseases occur in the school. Upon the recommendation of the nurse serving the school, students who may be exposed to a significant health risk because of their own immunodeficiencies may be excused from school attendance by the principal, upon request, until such time as the risk has abated.

3. STAFF

- a. The district will not solicit or require a test for the presence of an antibody to HIV as a condition of employment and will not affect the terms, conditions, or privileges of employment of any staff member because the staff member obtained such a test.
- b. HIV-infected staff may be immunodeficient and their health may be threatened when other communicable diseases are present in the school environment. The nurse serving the school district will notify each staff member known to be HIV-infected when such communicable diseases occur in the school. Upon recommendation of the nurse, staff who may be exposed to a significant health risk because performance of their regular duties by the district administrator, upon request, until such time as the risk has abated. During this period, at the discretion of the school district, staff so excused may be reassigned to other duties to the extent permitted by Board policies and/or collective bargaining agreement provisions. Staff not reassigned may utilize any applicable alternative employment opportunities provided under school Board policies and/or collective bargaining agreement provision.

ADDENDUMS

Body Fluid Source of Infectious Agents Transmission Concerns In The School Setting

Handling Body Fluid Towards Prevention of Communicable Diseases

Protocol For Hand Washing

Special Instructions For School Cooks/Teachers/Bus Drivers/Janitors
When Handling Body Fluids

General Procedures For Communicable Disease Prevention Including Hand Washing

BODY FLUID SOURCE OF INFECTIOUS AGENTS:
TRANSMISSION CONCERNS IN THE SCHOOL SETTING

<u>Body fluid-Source</u> <u>Transmission Concern</u>		<u>Organism of Concern</u>
Blood -cuts/abrasions -nosebleeds -menses -contaminated needles -teeth	Hepatitis B virus HIV virus Cytomegalovirus	Blood stream inoculation through cuts and abrasions on hands Direct blood stream inoculation
Feces* -incontinence	Salmonella Shigella Rotavirus Hepatitis A virus	Oral inoculation from contaminated hands
Urine -incontinence	Cytomegalovirus HIV virus	Bloodstream and oral inoculation from contaminated hands
Respiratory Secretions -saliva -nasal discharge	Mononucleosis virus Common cold virus Influenza virus	Oral inoculation from contaminated hands
	HIV virus Hepatitis B virus	Bloodstream inoculation through cuts and abrasions on hands/bites
Vomit* [*]	Gastrointestinal virus (for example, Norwalk agent, Rotavirus)	Oral inoculation from contaminated hands
Semen	Hepatitis B virus HIV virus Gonorrhea	Sexual Contact (intercourse)

*POSSIBLE TRANSMISSION OF AIDS IS CURRENTLY THOUGHT TO BE OF LITTLE CONCERN FROM THESE SOURCES.

HANDLING BODY FLUIDS TOWARD PREVENTION OF
COMMUNICABLE DISEASE IN THE FALL CREEK SCHOOL DISTRICT

1. PURPOSE

To insure that body fluids including blood/blood products, semen and vaginal secretions, vomitus, urine, feces, saliva and nasal discharges that show visible blood are handled properly.

2. THOSE AFFECTED

All school staff should be alerted to dangers of infections (pg 1 Addendum) from body fluids. School nurses, custodians, and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

3. EQUIPMENT NEEDED

(In each nurses office, and each building office, gymnasium/coaches office, custodial room, kitchen, and on each school-owned bus.)

Each “Bloody/Body Spill Kit” should include:

Disposable Gloves	Container with 10% Bleach solution
Paper Towels	Isopropyl Alcohol
Disposable Bags/Ties	Plastic Squeeze Bottle
“Contamination Stickers”	

*The equipment in these kits will be used to clean up any blood/body fluid spill. Specific directions will be included in each kit.

*It is the responsibility of the person who uses a spill kit to notify the school nurse of the location of that kit which will need its supplies replenished...

SPECIAL INSTRUCTIONS FOR SCHOOL EMPLOYEE WHEN HANDLING
BODY FLUIDS IN THE FALL CREEK SCHOOL DISTRICT

When it is necessary for any employee to clean up blood/body fluids, it is required that the following instructions below are used to assure that proper precautions have been taken care of to prevent contamination:

1. Locate "Blood Spill Kit" which is most available.
2. Put on disposable gloves provided before cleaning up body fluids.
3. Use paper towels to pick up or soak up materials.
4. Discard paper towels and any other materials into plastic bags provided in kit.
5. Mix bleach solution as directed in kit.
6. With gloves on, use the bleach solution to clean area either by pouring it on the area or moistening the towels with the solution and applying to the area.
7. Discard towels and gloves into plastic bag.
8. Tie plastic bag, add contamination sticker and have custodian dispose of properly.
9. Wash hands using proper technique.
10. Notify custodian to replace materials used.

GENERAL PROCEDURES FOR COMMUNICABLE DISEASE
PREVENTION INCLUDING HAND WASHING

A. GENERAL

- a. Wear disposable gloves before making contact with any blood/body fluids.
- b. Use paper towels to pick up and discard any solid waste materials.
- c. Always use disposable items to handle body fluids.
- d. Discard disposable items including tampons, used bandages and dressings in Plastic-lined trash container with lid. Close bags and discard daily.
- e. Do not reuse plastic bags.
- f. Discard gloves after each use.
- g. Wash hands thoroughly after handling fluids and/or contaminated articles, whether or not gloves were worn.

B. HAND WASHING

- a. Use soap and warm running water. Soap suspends easily removable soil and microorganisms allowing them to be washed off.
- b. Rub hands together for approximately 15-30 seconds to work up lather.
- c. Scrub between fingers, knuckles, backs of hands, and nails.
- d. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- e. Use paper towels to thoroughly dry hands.
- f. Discard paper towels.

CROSS REF.: FCEA Contract – Article V

APPROVED: December 2, 1991

SCHOOL DISTRICT OF FALL CREEK

HIPAA Privacy Compliance Policy

Family Educational Records Protection Act (FERPA) Exemption

The District has determined that it is exempt from HIPAA Privacy Compliance requirements as a health care provider because:

- A. The District receives federal funding
- B. The District health care services is provided in accordance with FERPA guidelines, and
- C. The District health care services are exempt from HIPAA if FERPA guidelines are followed.

The District has instructed its employees **NOT** to:

- A. Treat, discuss or otherwise become involved in providing health care services to students of the District other than services provided in accordance with and under the guidelines of FERPA.
- B. Treat, assist or otherwise become involved in providing health care services for non-students of the District.

Health Plan HIPAA Exemption

All the following District benefits programs are insured:

- A. Medical
- B. Dental
- C. Long Term Care

The District only maintains enrollment forms and some summary information. Since Protected Health Information (PHI) is not received, maintained or disclosed other than enrollment forms, the District is exempt from HIPAA privacy compliance for these plans.

The District has instructed its employees **NOT** to:

- A. Accept, discuss or otherwise become involved in the PHI of any participant in the District's health plans as noted above; and

- B. Interfere in the rights established by the HIPAA Administrative Simplification regulations of any plan participant and/or retaliate against any plan participant filing a complaint.

Health Plans

All the following District benefits programs are plans for which the District Administration acknowledges its responsibility for these plans as the Covered Entity:

- D. Flexible Spending Account

The District may receive, create, maintain and/or disclose Protected Health Information (PHI) in the course of Treatment, Payment or Operations (TPO) of these plans.

1. Privacy Officer

The District has appointed a Privacy Officer and a Contact Person relative to the Health Plans as noted below:

Privacy Officer:	District Bookkeeper
Contact Person:	District Administrative Assistant

2. Business Associate Agreement

The District has taken steps to establish a Business Associate Agreement the following vendors and will have such agreements in place by April 14, 2004. The District is not aware of the need to establish a Business Associate Agreement with any other individual or organization relative to these Plans at this time. However, should there be a need to provide PHI from the Plan to another individual or organization, the District will require the establishment of a Business Associate Agreement before such PHI is disclosed.

Confidentiality Agreements: Should an outside party be exposed or potentially be exposed to PHI in the course of providing services to the District Plans, a confidentiality agreement should be signed prior to the services being provided. If this situation arises, the District will require the establishment of a Confidentiality Agreement before services are provided.

3. Employee Notification

The District must send all participating plan participants an employee notification by April 14, 2004. The notice has been prepared and will be sent to all employees eligible to participate in the Plan prior to April 14, 2004.

4. Other Plan Obligations

The District Plan Sponsor acknowledges its responsibilities regarding:

- a. Employee rights and will refer to Section 8 of the HIPAA Privacy Compliance manual to fulfill these obligations when a request occurs.
- b. Complaint process and will refer to Section 9 of the HIPAA Privacy Compliance manual to fulfill these obligations when a request occurs.
- c. Authorizations from employees to release PHI and will refer to Section 10 of the HIPAA Privacy Compliance manual to fulfill these obligations when a request occurs.

Any such issues of employee rights, complaints and authorizations are referred to the Privacy Officer for proper handling/monitoring.

5. Other Plan Disclosures (Maintenance of Log)

Logs are maintained for PHI use/disclosure other than treatment, payment and operations (TPO) of the plan. The District will refer to the procedures for disclosure and recording keeping as noted in Section 11 of the HIPAA Privacy Compliance Manual.

6. PHI Duties and Functions

District employees may use and disclosure PHI in the functions of administering the Health Plans. Such receipt and disclosure shall include but may not be limited to:

- Answering questions regarding the plan
- Assisting participants in the completion of enrollment forms
- Preparation of requests for proposals and bidding plan administration
- Preparation and modification of employee communications and plan documents.
- Review of plan operations including employee contributions, reimbursements to plan participants and fees paid to the administrator.
- Responding to questions/inquires from the third party administrator regarding eligibility, etc
- Data collection and disclosure for the purpose of determining the post employment benefit liability of the plans

7. Access, Limitation and Minimum Necessary Use of PHI

Access and use of PHI shall be limited to only those employees requiring access and use of PHI. PHI disclosure internally shall be on a needs-to-know basis of the sole purpose of maintaining the operations of the health plan and/or assisting the plan administrator or another covered entity if their treatment, payment or operations.

Further, disclosure of PHI to independent contractors, insurance companies and other such outside individuals and organizations shall be limited to only when necessary to perform operations of the health plan and/or assisting the plan administrator or another covered entity if their treatment, payment or operations. In such cases, PHI shall also be on a needs-to-know basis for the sole purpose of providing services necessary to the payment, treatment or operations of the health plan or that of the other covered entity.

PHI shall be stripped such that only those items necessary are disclosed and/or used in the process of providing services.

District employees have been trained to confirm that the Plan has a current signed Business Associate Agreement and/or a Confidentiality Agreement including all the required elements of HIPAA Privacy before disclosure of PHI.

Request for PHI:

District Employees will:

- Verify the necessity for disclosure
- Identify if it is an acceptable duty or function as noted in point 6 above
- Determine if a current agreement is in force and/or prepare an appropriate agreement
- Strip any unnecessary data
- Obtain approval/assurance to complete disclosure

Privacy Officer will:

- Review all non-routine requests
- Make appropriate adjustments to procedures and manual

8. Recordkeeping and Retention

All pertinent records shall be retained for 6 years.

9. Record Safeguard Procedures

The District has evaluated its current practices, including location of data maintained, record medium and access. Safeguards have been implemented to assure that only access to PHI is limited to those who require it for the PTO of the plan. Plan PHI has been separated from other District benefit information so that restricted access only pertains to Plan data governed by HIPAA Privacy requirements.

Employee responsibilities include:

- Location of administration: The District offices provide adequate space to give privacy to employee conversations and business discussions. Each employee is responsible for evaluating and determining the appropriate place within the office to conduct necessary business without disturbing others or compromising the integrity of the data or service being provided.
- Location and use of computer monitors: Monitors should be located in such a manner as to assure the privacy of the data while being used. Further, employees are required to minimize screens or turn off their monitor before leaving their desk. Each employee with computer access to PHI should log off before leaving the office.
- PHI Disclosure via Computer or Telephones: Employees shall not leave PHI on a voice message machine. Further, employees may not submit such information via e-mail at this time. Information may be relayed in person or via land telephone line only. The employee is responsible for verifying that the recipient is using a land phone line before providing such data
- Receipt and sending of faxes: Employees shall be careful to insure that the appropriate parties internally receive faxes promptly. Employees other than the employee to whom the fax is addressed shall not read or review such faxes.

When sending a fax that may contain PHI, the employee is required to phone the party intended for receipt and request that the person stand by the fax machine to avoid the potential of another person receiving the fax and to confirm receipt of such fax.

- Contingency Plan: The District has prepared a contingency plan wherein a back-up of all plan data is maintained in case of a loss of plan data.
- Monitoring and Auditing PHI: The Privacy Officer will monitor the use, storage and other issues relative to PHI and the HIPAA privacy requirements.

- Termination of Staff: Upon termination of staff, the District will obtain all keys; remove passwords from the computer and voice message. Other appropriate steps to insure the integrity of PHI shall be conducted as needed.

LEGAL REF.: 45 CFR 160.103 and 164.501

CROSS REF: 524-Exhibit 1 Employee Training and Certification

APPROVED: May 18, 2004

SCHOOL DISTRICT OF FALL CREEK

Employee Training and Certification

The District performed HIPAA Privacy Training of staff on April 1, 2004, and follow-up with independent training for those employees not present at the group training session. Each employee acknowledges the following by signing this form:

- Understanding of HIPAA Privacy policies and procedures as described in the District Policies and Procedures;
- Agreement to maintain privacy of PHI in accordance with the established policies and procedures
- Right and responsibility to notify District Privacy Officer and contact person of any and all concerns regarding personnel use, disclosure and storage of PHI,
- Understanding concerning District's responsibility to reprimand, rectify and mitigate damages relative to any and all disclosures of PHI that violate acceptable usages as noted herein.

Name of Employee: _____

I acknowledge the above training and hereby agree to comply with the policies established for HIPAA Privacy Compliance.

LEGAL REF.: 45 CFR 160.103 and 164.501

CROSS REF: 524 HIPAA Privacy Compliance Policy

APPROVED: May 18, 2004

STAFF SALES OR SOLICITATIONS

No employe of the School District of Fall Creek may receive for his or her personal benefit anything of value from any person other than the school district itself for selling, promoting the sale of or acting as an agent or solicitor for the sale of any goods or services to any student while on school district property or at a school-sponsored activity.

The receipt of anything of value as denoted above is contrary to the public policy of the School District of Fall Creek. Any person violating this policy will be subject to a fine in accordance with state law.

LEGAL REF.: Section 118.12 Wisconsin Statutes

APPROVED: July 1, 1991

PERSONNEL RECORDS

A personnel file shall be maintained for each employe and shall contain such information as application, credentials, transcripts, references and other pertinent information concerning the employe. Personnel files shall be maintained in the district office.

Individual personnel records shall be considered confidential documents and shall be subject to examination and review only as provided by the established rules protecting their confidentiality. An employe shall have the right to review the contents of his/her personnel file pursuant to provisions outlined in the current employe agreement(s) and/or state law.

LEGAL REF.: Section 103.13 Wisconsin Statutes

CROSS REF.: FCEA Contract, Article X - Section B

APPROVED: July 1, 1991

EMPLOYEE POLICY AND POSSESSION, USE, SALE AND
DISTRIBUTION OF ALCOHOL AND OTHER DRUGS

The School District of Fall Creek shall work toward a drug free, safe working environment for all employees. To accomplish this goal, the District will:

- a. Prohibit the manufacture, distribution, dispensing, possession, sale, or use of alcohol or controlled substances (i.e., illegal drugs) by employees in the school building or on school premises; in school approved vehicles to and from school or school activities; or, off school property during any school-sponsored or school-approved, event or function. In addition, employees are strictly prohibited from being under the influence of alcohol or other drugs during working hours or while representing the School District of Fall Creek.
- b. Make an honest effort to assist those employees experiencing problems with alcohol or other drugs.
- c. Require employees engaged in activities funded under a federal grant to notify the District Administrator of any criminal drug statute conviction. The District Administrator shall notify the appropriate federal agency.
- d. Require any employee convicted of a criminal drug statute violation occurring in the workplace to satisfactorily take and follow the recommendations of a professional assessment. Failure to satisfactorily participate in such an assessment shall result in disciplinary action in accordance with provisions of applicable labor agreements or other procedures established by the District.
- e. Discipline employees who violate this policy in accordance with provisions of the applicable labor agreement or other procedures established by the District, up to and including termination from employment.
- f. Annually distribute this policy to all employees of the District.
- g. Inform employees, through inservice activities, about the dangers of alcohol and drug abuse in the workplace, the District's policy, and the penalties that may be imposed upon employees for alcohol and drug abuse violations occurring in the workplace.
- h. Luther Hospital is recognized as the initial referral agency.
- i. Definitions: For the purpose of this policy, these terms are defined as follows:
 1. ALCOHOL Any liquor, wine, beer or other beverage which contains any

portion of alcohol.

2. ALCOHOLISM A condition caused by the continued use of alcohol, lasting a considerable length of time, and expected to limit the person's job, health mind and/or family.
 3. CHEMICAL DEPENDENCY A condition caused by the continued use of drugs, lasting a considerable length of time, and expected to limit the person's functional ability.
 4. SUBSTANCE ABUSE The use of drugs or alcohol in violation of state or federal law or in violation of school policy.
 5. UNDER THE INFLUENCE Can be measured by the employee's impaired job performance resulting from substance misuse/abuse and/or an alcohol level of .05 or a positive urinalysis result.
- j. Compliance with the standards of conduct set forth in the policy is mandatory for all District employees. This policy shall be reviewed at least on a biennial basis.

LEGAL REF.: Section 125.09 Wisconsin Statutes Chapter 161 Drug-Free Schools and Communities Act Amendments of 1989 Drug-Free Workplace Act of 1988

CROSS REF.: 527-Rule (1), Sanctions for Employee Alcohol and Other Drug Use Policy Violations
527-Rule (2), Procedure for Due Process of Employees
524, Tobacco Use on School Premises by Employees
528, Employee Search and Seizure Current Employee Agreements

APPROVED: July 1, 1991

SANCTIONS FOR EMPLOYEE ALCOHOL OR
OTHER DRUG USE POLICY VIOLATIONS

- A. Definitions: For the purpose of implementing Board policy, alcohol and other drug (AOD) terms are defined as follows:
1. Alcohol – any liquor, wine, beer or other beverage that contains any portion of alcohol.
 2. Alcoholism – a condition caused by the continued use of alcohol, lasting a considerable length of time, and expected to limit the person’s job, health, mind and/or family.
 3. Chemical Dependency – a condition caused by the continued use of drugs, lasting a considerable length of time, and expected to limit the person’s functional ability.
 4. Substance abuse – the use of drugs or alcohol in violation of state or federal law or in violation of Board policy.
 5. Under the influence – can be measured by the employee’s impaired job performance resulting from substance misuse/abuse and/or an alcohol level of .05 or a positive urinalysis result.

B. WITNESSED:

An employee of the School District of Fall Creek witnesses a violation of Board policy and/or local, state or federal regulations against the manufacture, distribution, dispensing, possession, sale or use of alcoholic beverages or controlled substances, committed in the school building or on school premises, in school-approved vehicles to and from school or school activities, or off school property during any school-sponsored or school-approved event or function.

The employee will take the following step:

- Step 1: Inform the immediate supervisor of the observed violation. The immediate supervisor confiscates the chemical and/or evidence substantiating its use. The supervisor reports and documents the incident to the District Administrator.

The District Administrator will take the following steps:

- Step 1: Notify law enforcement if a law has been broken.

- Step 2: Suspend the employee for three days. (It is recommended that the District Administrator decide on a suspension strategy appropriate to employee needs and/or district policy.)
- Step 3: Schedule a reinstatement conference requiring employee attendance within three working days.
- Step 4: Gather data concerning the employee's work performance.
- Step 5: Plan the reinstatement conference.
- Step 6: At the reinstatement conference, explain the school's alcohol and other drug policies and inform the employee of conditions for reinstatement, which may include one or more of the following options:
- A. The employee will 'Participate in a professional AOD assessment' and follow its recommendations which may include, but are not limited to, the following:
 - 1. No further action necessary
 - 2. Referral to other services
 - 3. Regular sessions with an out-patient treatment facility
 - 4. Participation in a support group or Employee Assistance Program (EAP) for a specified period of time
 - 5. Referral to a treatment program (in-patient or out-patient)
 - 6. Referral to other community services
 - 7. Other as deemed necessary
 - B. The employee will be 'Discharged from employment' based on documented evidence of his/her inability to perform effectively on the job. (The employee will not be discharged based on his/her alcohol or other drug use/abuse, only on documented evidence of his/her inability to perform his/her duties.)
 - C. The employee will cooperate with the recommendation of the District Administrator/supervisor in 'The development of a plan' to "reasonably accommodate" the employee. Such accommodations may include:
 - 1. Job restructuring.
 - 2. Modified work schedules.
 - 3. Permitting employee to undergo therapy.
 - 4. Directing the taking of rest periods or leaves of absence for extended medical treatment.
 - 5. Reducing stress levels.
 - 6. Other as determined.

D. 'Other' as deemed necessary or appropriate for all involved.

Step 7: The District Administrator/supervisor will monitor the employee's progress by meeting with concerned staff and other agencies where appropriate.

Step 8: The District Administrator/supervisor will periodically meet with the employee and other appropriate personnel to re-evaluate status and plan.

C. SUSPECTED

An employee of the district becomes concerned about possible alcohol and other drug use because of (1) observed changes in behavior; (2) a definite, repeated pattern of decline in work performance; (3) an incident possibly related to alcohol and other drugs; or (4) a combination of the three. (Absenteeism and tardiness, apparent physical signs and symptoms of alcohol or other drug use may alert the employee to a possible alcohol/drug problem.)

The concerned employee will take the following steps:

Step 1: Where employee behavior/conduct is inconsistent with the School District of Fall Creek's expectations, a fellow employee can, in a caring and non-judgmental way, suggest that the employee contact his/her immediate supervisor and/or District Administrator and volunteer to accompany him/her if needed.

If contact is made, the District Administrator/supervisor will discuss the following options:

A. The employee will 'Participate in a professional AOD assessment' and follow its recommendations which may include, but are not limited to, the following:

1. No further action necessary
2. Referral to other services
3. Regular sessions with an out-patient treatment facility
4. Participation in a support group or Employee Assistance Program (EAP) for a specified period of time
5. Referral to a treatment program (in-patient or out-patient)
6. Referral to other community services
7. Other as deemed necessary

B. The employee will cooperate with the recommendation of the District Administrator/supervisor in the 'Development of a plan' to "reasonably accommodate" the employee. Such accommodations may include:

1. Job restructuring.
2. Modified work schedules.

3. Permitting employee to undergo therapy.
4. Directing the taking of rest periods or leaves of absence for extended medical treatment.
5. Reducing stress levels.
6. Other as determined.

Step 2: The District Administrator/supervisor will monitor the employee's progress, and meet with concerned staff and community agencies where appropriate.

Step 3: The District Administrator/supervisor will periodically meet with the employee and other appropriate personnel to re-evaluate status and plan.

If contact is not made, the concerned employee will contact his/her immediate supervisor if conduct/behavior continues.

The District Administrator/supervisor will take the following steps:

Step 1: Gather data concerning the employee by reviewing records of work performance and by contacting other staff who see the employee on a frequent or regular basis.

Step 2: Meet with the employee to discuss probationary status and options that may include:

- A. Recommend to the employee that he/she 'Participate in a professional AOD assessment' and follow its recommendations which may include, but are not limited to, the following:
 1. No further action necessary
 2. Referral to other services
 3. Regular sessions with an out-patient treatment facility
 4. Participation in a support group or Employee Assistance Program (EAP) for a specified period of time
 5. Referral to a treatment program (in-patient or out-patient)
 6. Referral to other community services
 7. Other as deemed necessary
- B. The employee will be 'Discharged from employment' based on documented evidence of his/her inability to perform effectively on the job. (The employee shall not be discharged based on his/her alcohol or other drug use/abuse, only on documented evidence of his/her inability to perform his/her duties.)

C. The employee will cooperate with the recommendation of the District Administrator/supervisor in ‘The development of a plan’ to “reasonably accommodate” the employee. Such accommodations may include:

1. Job restructuring.
2. Modified work schedules.
3. Permitting employee to undergo therapy.
4. Directing the taking of rest periods or leaves of absence for extended medical treatment.
5. Reducing stress levels.
6. Other as determined.

D. ‘Other’ as deemed necessary or appropriate for all involved.

Step 3: The District Administrator/supervisor will monitor the employee’s progress, and meet with concerned staff and community agencies where appropriate.

Step 4: Reconvene all parties involved to re-evaluate status of employee and pre-determine schedule.

APPROVED: July 1, 1991

REVIEWED: July 18, 2012

PROCEDURE OF DUE PROCESS FOR EMPLOYEES

“Due process” is a procedure that the courts of law recognize as a necessary part of any set of rules and regulations. “Due process” furthermore, and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event he/she feels a wrong decision has been made. The “due process” steps outlined hereafter are the procedures for an employee to follow on appealing the district’s alcohol and other drug procedures. This procedure must be followed during appeals or any contemplated legal action.

- A. Once it has been decided to suspend an employee, a pre-suspension hearing with the employee will include:
 - 1. An explanation of the basis for the suspension
 - 2. An explanation of the action being taken
 - 3. An explanation of his/her hearing and appeal rights

- B. After a ruling of suspension, an employee may formally appeal the decision in writing to the supervisor/District Administrator. Such an appeal must be received within 24 hours from the first day such suspension was declared.

- C. After an appeal has been received, a date for a hearing will be established by the supervisor/District Administrator. Said date will be no later than five working days after receipt of the written appeal.
 - 1. Present at the hearing will be the Hearing Board (composed of a school board member, a teacher not involved in the activity and not in the same building as the grievant, a recording secretary and the school AODA Coordinator).
 - 2. The hearing will provide an opportunity for testimony and other evidence to be provided by both parties.
 - 3. A decision shall be made, and the employee will be informed thereof either in written form or orally within 24 hours of the close of the hearing.
 - 4. Proceedings of the hearing, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the employee within three working days of the conclusion of the hearing.

- D. If an employee is not satisfied with the decision of the hearing, a hearing before the Board of Education may be requested in writing. Said request must be addressed to the Board President and must be postmarked or hand delivered no later than seven calendar days after receipt of the Hearing Board’s decision.

- E. After receipt of the hearing request, the Board President will establish a hearing date. Said date will be no later than five working days after receipt of the written appeal of the employee.
1. Present at the hearing will be the Board of Education, supervisor/District Administrator involved in the case, the employee, the AODA Coordinator, and a recording secretary.
 2. The hearing will provide an opportunity for testimony and other evidence to be provided by both parties.
 3. A decision shall be made, and the employee informed thereof, either in written form or orally within 24 hours of the close of the hearing.
 4. Proceedings of the hearing, including the decision, will be put in writing and a copy of these proceedings will be mailed to the employee within five working days of the conclusion of the hearing.
- F. In the event that the Hearing Board is not available to conduct the hearing within the prescribed time limit, the employee has the opportunity to wait for the Board's availability or bypass that hearing step.

APPROVED: July 1, 1991

EMPLOYEE SEARCH AND SEIZURE

Search of Employee's Personal Belongings

A search of an employee's personal belongings must be reasonable in its inception and in its scope. There should be reasonable grounds for suspecting that a search will turn up evidence that the employee has violated or is in violation of the law or the law or the rules of the school. The measures of the search must be reasonably related to the purpose of the search.

Reason and common sense should prevail at all times for determining the necessity of an employee search. Criteria for a decision should include, but not be limited to: history and record of the employee to be searched, seriousness of the problem, need for a search without delay, reliability of information used as justification for the search.

Search of Employee

A search of an employee is considered reasonable under the fourth amendment of the U.S. Constitution if it meets the following two tests:

1. There must be reasonable grounds to suspect the search will reveal evidence of violations of either the law or school rules; and,
2. The way in which the search is conducted must be reasonably related to the objectives of the search and must not be overly intrusive in light of the age and sex of the employee and the nature of the infraction.

Unreasonable searches and seizures shall not be conducted by school officials, and supervisors/administrators should remain sensitive so as not to invade the privacy of their employees any more than necessary to achieve the legitimate end of preserving order in the schools. Strip searches are illegal and will not be condoned by the school district at anytime. If the nature of the problem is so serious or severe that this type of search is to be considered, law enforcement agencies will be contacted immediately.

CROSS REF.: 528-Rule(1), Procedures for Search and Seizure by
School Officials
528-Rule(2), Procedures for Search and Seizure by
Law Enforcement Officials

APPROVED: July 1, 1991

PROCEDURES FOR SEARCH AND SEIZURE BY SCHOOL OFFICIALS

A. Who may conduct a search?

1. An immediate supervisor, District Administrator or his/her designee plus one additional person may conduct a search. One of these two people must be of the same sex as the employee being searched. (A designee is defined as any district employee designated by the District Administrator for the purpose of conducting a search.)
2. On a field trip, during an extracurricular activity or on a school bus, any school official or his/her designee, male or female, may conduct a search without an additional person. Any search must be conducted within the guidelines of this rule.

B. Documentation

For all searches in which the employee refuses to cooperate, the supervisor/District Administrator doing the search shall maintain a written report of all actions leading up to and including the search. In all other searches, records will be maintained at the discretion of the people doing the search.

C. Search of Employee's Personal Effects, Lockers, Desks, and Automobile

In the interest of the welfare of employees it may be necessary to search an employee or his/her property. The search may be conducted if the supervisor/District Administrator or his/her designee has reasonable suspicion that the employee has obtained, or has in his/her possession, items in violation of Board policy, local ordinance or state law.

No supervisor/District Administrator may conduct such search unless he/she suspects, from reliable information or personal observation, that an employee is in violation of Board policy, local ordinance or state law.

In such cases, the following procedures will be used:

1. The employee will be informed of the reason for conducting the search.
2. The permission of the employee will be requested to conduct the search.

D. Conducting the Search With the Employee's Consent

The supervisor/District Administrator who is conducting this search has the right to request an employee to empty his/her pockets, purse, backpack, or other articles used to carry personal effects; to remove a hat, shoes, and/or to roll socks down. The supervisor/District Administrator or his/her designee can also request an employee to

remove outer garments, such as sweaters, jackets or vests, if worn over blouses. No school official has the right to request the removal of any other clothing or to conduct a strip search.

E. Procedure if an Employee Refuses to Cooperate.

If an employee refuses to cooperate, the supervisor/District Administrator or his/her designee has the authority to contact law enforcement officials to deal with the situation.

F. Danger to Fellow Employees and/or Students

If the supervisor/District Administrator or his/her designee has reason to suspect that an employee is carrying a dangerous or illegal item/substance and if he/she believes that an immediate search is necessary, he/she may search an employee's pockets or belongings and conduct a pat-down search. The employee would be detained until law officials arrive.

At no time will a school official or his/her designee conduct a strip search. A strip search as defined in Wisconsin Statutes means, "a search in which a detained person's genitals, pubic area, buttock(s) or anus or a detained female's breast is uncovered and either is exposed to view or touched by a person conducting a search."

G. Records

Content: The school shall not collect or keep in its files any information including search and seizure information.

APPROVED: July 1, 1991

PROCEDURES FOR SEARCH AND SEIZURE
BY LAW ENFORCEMENT OFFICIALS

School officials shall cooperate with appropriate law enforcement agencies regarding the investigation, interrogation, arrest and search of employees on school property or in the school building according to established procedures.

A. Investigation in Schools

1. By Police, on request of Supervisor/District Administrator

- a. A supervisor/District Administrator may exercise his/her discretion in determining whether to request assistance of police in investigating an alcohol and other drug-related crime, or allegation of a crime, committed in his/her school building or school grounds during school hours by employees. If assistance is so requested, it shall be directed to the Police Department of the municipality in which the school building is located.
- b. If the supervisor/District Administrator requests assistance, a police officer may conduct an investigation within the school building and interview employees as possible witnesses in school during the school day. The supervisor/District Administrator or his/her designee shall be present during the interview unless the employee requests that he/she not be there. A non-uniformed police officer shall be used if possible.
- c. If the investigation focuses on a particular employee as a prime suspect of a crime, the supervisor/District Administrator and the police officer will follow the general guidelines herein set forth with respect to interrogation, search and arrest, under "Interrogation of Suspects in Schools".

2. By Police, without request of School Authorities

- a. Police officers will make every effort to interview employees outside of the school hours and outside the school setting in those cases where assistance by school authorities has not been requested. This procedure will not apply to circumstances where serious crimes are involved or where imminent threats to persons or property are involved.

B. Interrogation of Suspects in Schools

1. By Police, on request of School Authorities

- a. If a supervisor/District Administrator has requested assistance by a Police Department to investigate a crime involving his/her school building or

employees, the police shall have permission to interrogate an employee suspect in school during school hours.

- b. Before the interrogation, the police officer shall advise the employee of the nature of the crime of which he/she is suspected, that he/she has a right to remain silent, that anything he/she says may be used against him/her in juvenile or criminal court, that he/she has the right to have an attorney present or a court appointed attorney. The school officials cannot waive these rights on behalf of the employee and it is the law official's responsibility to insure that the employee fully understands all of his/her rights.

2. By Police, without request of School Authorities

- a. Police officers will make every effort to interview employees outside of school hours and outside the school setting in those cases where assistance has not been requested by school authorities.

3. By School Supervisors/District Administrator

- a. If upon interrogation relating to school matters, the supervisor/District Administrator has reason to believe that a crime has been committed and desires police involvement, he/she shall immediately cease questioning the employee and turn the investigation over to the police, at which time all constitutional safeguards shall attach.

C. Search of School Building or on School Property

1. By police, on request of Supervisor/District Administrator

- a. If a supervisor/District Administrator has information that he/she believes to be true, i.e., that evidence of a crime, stolen goods, drugs, weapons or items of an illegal or prohibited nature, is located in a certain employee's desk or automobile, the supervisor/District Administrator shall request police assistance, and procedures to obtain and execute a search warrant shall thereafter be followed.

2. By Police, without request of Supervisor/District Administrator

- a. Police officers may not search employee's desks or automobiles unless they have a search warrant, and may not search an employee's person unless the employee is under arrest.
- b. A school official may not consent to a warrant-less search of an employee's desk or automobile. The employee, if then available, shall be present during the search.

D. Arrest by Police Officers

1. No police officer shall arrest or take custody of any employee in school during school hours unless upon lawful request by the supervisor/District Administrator or unless the officer has "Probable Cause" to arrest for a felony or misdemeanor, or has an arrest warrant.
2. In cases where the employee is to be taken into custody, the police officer shall first contact the supervisor/District Administrator and advise him/her of such fact. The employee shall first be summoned to the office by the supervisor/District Administrator. If possible, a non-uniformed police officer shall make the arrest.
3. In emergency situations where the commission of a serious felony or misdemeanor has been witnessed by a police officer, or if the police officer is in pursuit of an employee for such crime, the police shall have the legal right to apprehend such employee. However, before removing such employee from the school grounds, the police officer shall inform the supervisor/District Administrator of the apprehension.
4. The supervisor/District Administrator shall record the name of the police officer, the time of the arrest, the name of the issuing authority of any arrest warrant, the nature of the crime for which apprehension is made, and the place of custody or detention.

APPROVED: July 1, 1991

NEPOTISM

In order to promote sound management policies and procedures and to avoid potential conflicts and prevent sensitive situations from developing, no close relative of an employee of the Fall Creek School District shall be appointed to any position where, as a result, he/she would be directly supervising or receive direct supervision from a close relative.

- A. CLOSE RELATIVE: For the purpose of this policy, shall be defined as spouse, parent, son, daughter, sister, brother, brother-in-law, sister-in-law, son-in-law, daughter-in-law.
- B. DIRECT SUPERVISION: Includes but is not limited to the authority, responsibility, or power to appoint, dismiss, promote, demote, evaluate or recommend salary adjustments or participate in or recommend the appointment dismissal, promotion, demotion, or salary adjustment of an applicant or employee, as defined in position descriptions.

Each person seeking employment in the Fall Creek School District shall state in his/her application his/her relationship, if any, to any person presently employed by the Fall Creek School District. Each applicant specifying a close relative employed in the district shall receive a copy of this policy which states the positions. If after appointment of an applicant, it is found that information of close relationship was withheld or falsely given, the applicant will be subject to immediate dismissal.

Nothing in this policy shall be intended to or cause any violation with Wisconsin's Fair Employment Act which prohibits discrimination on the basis of marital status. Further, this policy shall not conflict with Wisconsin Statute 946.13 which prohibits private interest in public contracts by public officers or employees.

LEGAL REF.:

CROSS REF.:

APPROVED: September 15, 1997

PROFESSIONAL STAFF POSITIONS

All professional staff members shall possess the proper certification credentials required by the Department of Public Instruction.

Professional staff members must be fully certified prior to the time contracts are issued in order to be considered for a professional staff position the following school year. In cases where a person may be attending school and taking such courses necessary to complete certification, the Board may withhold a contract until such certification is completed.

Written job descriptions shall be established for professional staff positions which outline job qualifications, duties and responsibilities.

LEGAL REF.: Section 121.02(1)(a) & (q) Wisconsin Statutes
PI 3, Wisconsin Administrative Code
PI 8.01(2)(q)

CROSS REF.: 533, Professional Staff Recruiting/Hiring

APPROVED: July 1, 1991

PROFESSIONAL STAFF CONTRACTS

Contracts with individual professional staff members shall be in writing and signed by the Board Clerk in accordance with state law. All items included in the individual contract shall be subject to provisions of the current employe agreement with the Fall Creek Education Association (FCEA).

It should be clearly understood that no part of any negotiated agreement is to be considered as part of the Board's policy manual.

LEGAL REF.: Sections 111.70 Wisconsin Statutes
 118.21
 121.01(1) (a)

CROSS REF.: FCEA Contract
 533, Professional Staff Recruiting/Hiring

APPROVED: July 1, 1991

PROFESSIONAL STAFF NEGOTIATIONS

The Board recognizes the Fall Creek Education Association (FCEA) as the exclusive bargaining representative for all fulltime and regular part-time certified teachers, guidance counselors, librarians, part-time teachers under direct contact to the district, including guidance counselors, librarians and traveling teachers.

The Board and representatives of the FCEA shall meet at reasonable times and negotiate in good faith with respect to wages.

LEGAL REF.: Section 111.70 Wisconsin Statutes

CROSS REF.: Fall Creek School District Employee Handbook

APPROVED: July 1, 1991

REVISED:

532.2

PROFESSIONAL STAFF COMPENSATION

The Board shall adopt a salary schedule for professional staff members which is in compliance with the agreement between the Fall Creek Education Association (FCEA) and the Board.

Professional staff members shall be placed on the salary schedule in accordance with provisions of the current employe agreement.

Staff members may receive additional compensation for extra duties or extended contracts in accordance with provisions of the employe agreement.

CROSS REF.: FCEA Contract, Articles VI and VII
532.3, Professional Staff Fringe Benefits

APPROVED: July 1, 1991

532.3

PROFESSIONAL STAFF FRINGE BENEFITS

The Board recognizes that in order to obtain the best available professional staff members it must compete in the fringe benefits offered to the staff.

Fringe benefits for professional staff members shall be in accordance with provisions of the employe agreement:

CROSS REF.: FCEA Contract, Article IX
532.4, Professional Staff Leaves and Absences

APPROVED: July 1, 1991

532.4

PROFESSIONAL STAFF LEAVES AND ABSENCES

Leaves and absences for professional staff members shall be in accordance with provisions of the employe agreement.

CROSS REF.: FCEA Contract, Article VIII
534, Substitute Professional Staff Employment

APPROVED: July 1, 1991

The School District of Fall Creek shall seek to employ certified and qualified individuals for all vacancies. Criteria for employment shall include, but not be limited to, certification, formal education, specialized training or knowledge, prior work experience, personal qualifications, potential for growth, performance evaluations by previous or current employers and the ability to perform the essential functions of the position.

The District Administrator or his/her designee shall supervise the recruitment of certified and qualified candidates for all certified/teaching positions that have been approved by the Board of Education. District office personnel will post all vacancies, coordinate the application process and create an applicant file for each qualified applicant who provides the District with all of the required documents by the application deadline. To receive consideration for an interview, applicants must provide the District with:

1. A letter of application
2. An up-to-date resume
3. A complete set of credentials
4. A complete set of transcripts showing all undergraduate and post-graduate coursework
5. A copy of his/her Wisconsin teaching license or evidence of ability to obtain the required licensure.

The administrator who will supervise the certified/teaching staff member will screen the complete applicant files, select applicants to be interviewed, coordinate the interview process and conduct reference checks with previous employers. Administrators are encouraged to use a team interview approach that involves staff and/or parents, whenever feasible.

The District Administrator or his/her designee shall recommend certified/teaching personnel for employment by the Board of Education. When certified/teaching personnel are recommended, the District Administrator shall provide the Board with the name of the recommended applicant, his/her salary schedule placement, a copy of the completed application, an up-to-date resume and credentials.

When an emergency circumstance or late resignation between Board meetings warrants that an individual be immediately employed and on the job to meet the educational needs of children, the District Administrator shall be authorized to employ certified/teaching personnel. The District Administrator shall inform the Board of such action at its next regular meeting and shall provide the Board with the name of the new employee, his/her salary schedule placement, a copy of the complete application, an up-to-date resume and credentials. The Board has statutory responsibility regarding the employment of certified/teaching personnel and will need to affirm the employment of such individuals by official Board action.

Following employment approval, the administrator who will supervise the new certified/teaching employee shall provide all interviewees with written notice informing them that the vacancy has been filled and thanking them for their interest in the School District of Fall Creek. All applicant files shall be returned to the District Office and retained for a period of three years.

LEGAL REF.: Sections 111.31 – 111.39 Wisconsin Statutes
 118.195
 118.20
 118.24
 120.12 (1) –Immigration Reform and Control Act of 1986
 121.02 (1) (a)

CROSS REF.: 511, Equal Opportunity Employment
 528, Nepotism
 533, Professional Staff Recruiting/Hiring

APPROVED: September 18, 2000

PROCEDURES FOR PROFESSIONAL STAFF RECRUITING/HIRING

1. Recruitment
 - a. When there is a vacant professional staff position, the District Administrator shall post the vacancy on the District Website and Wisconsin Government website.
 - b. All applicants shall complete necessary paper work as identified in 533.
2. Candidate Interviewing/Selection
 - a. Administrative staff who will supervise the certified teaching staff members shall obtain complete application materials from the District Administrator's office.
 - b. Building level administrators shall screen applications and credentials provided by the District Administrator and select candidates to be interviewed.
 - c. The building principal shall conduct a reference check of the finalists prior to arranging for the finalist to be interviewed by the selection team.
 - d. The interview process shall be conducted by a selection team with a set of prepared written questions that are job-related and not in violation of any law.
 - e. The selection team composition shall comply with Board Policy 533.
 - f. The selection team shall forward a list of acceptable candidates to the District Administrator.
 - g. The District Administrator will recommend a final candidate to the Board of Education.
3. Hiring
 - a. The District Administrator shall recommend the candidate to the Board for approval. Should the Board desire further candidates for consideration; the Superintendent shall make further recommendations.
 - b. The District Administrator shall make necessary criminal background checks and establish the candidate's personnel file.

LEGAL REF.: American With Disabilities Act 1990
103.14 – 103.19 Wisconsin Statutes
121.02 (1) (a)

CROSS REF.: 511, Equal Opportunity Employment
529, Nepotism
533, Professional Staff Recruiting/Hiring

APPROVED: September 18, 2000

REVISED: September 17, 2012

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute teachers shall be employed by the School District of Fall Creek, if possible, in the absence of the regular teacher. Building principals shall maintain a list of eligible substitute teachers and arrange for their work as necessary.

Substitute teachers shall be paid at a daily rate of \$150/day, \$110/ $\frac{3}{4}$ day, \$75/half day and \$37.50/Quarter day. Substitute teachers must hold or have held a valid teachers or substitute license. Teachers who have held valid teaching licenses that have expired must renew their license or obtain a valid substitute license. At the discretion of the Superintendent, students that have graduated from a University, have attained all the required credentials to obtain a Wisconsin Teachers License and have completed the application process through the State of Wisconsin for their Wisconsin Teachers License, but have not yet been issued the license can be hired as a substitute in the District.

Substitutes beginning their 21st consecutive day in the same substitute assignment shall be paid 1/187 of the base pay for the remainder of the time in that substitute assignment.

Substitute rates of pay for the upcoming school year shall be reviewed and adjusted where deemed necessary at the regularly scheduled May board meeting.

When it is not possible to obtain a substitute teacher, the principal may perform the teaching duties or other teachers may be requested to substitute. Regular teachers used as substitutes shall be compensated in accordance with provisions of the current employee agreement.

LEGAL REF.: Section 120.12(1) Wisconsin Statutes

CROSS REF: Employee Handbook; 534-Rule Substitute Staff COVID Incentive

APPROVED: July 1, 1991

REVISED: October 15, 2007
REVISED: December 21, 2015
REVISED: June 13, 2016
REVISED: October 16, 2017
REVISED: June 20, 2022

534 Administrative Rule

Professional Staff Substitute Incentive Pay

The Fall Creek School Board recognizes the difficulty in getting teacher substitutes in the District on a day to day basis during the school year. The following Professional Staff Substitute Incentive Pay will begin with the 2023-2024 School Year.

After:	Incentive Pay Amount:
25 Days	\$100
50 Days	\$150
75 Days	\$200
100 Days	\$250

These days do not need to be consecutive. They do not need to be full days. Incentive Pay will be paid out on the 2nd payroll in the months of December, April and June.

APPROVED: May 15, 2023

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Professional staff members shall be assigned to those areas in which they are qualified and certified. Staff assignments shall be stated in the individual contracts.

Staff assignments, reassignments or transfers will be made only in accordance with provisions of the Fall Creek School District Employee Handbook.

CROSS REF.:

APPROVED: July 1, 1991

REVISED: September 17, 2012

REDUCTION IN PROFESSIONAL STAFF WORK FORCE

When deemed necessary by the Board for the reasons stated, reductions in the professional staff work force shall be made according to the procedures and criteria outlined in the Fall Creek School District Employee Handbook.

LEGAL REF.: Section 118.22 Wisconsin Statutes

CROSS REF.: Fall Creek School District Employee Handbook

APPROVED: July 1, 1991

REVISED: September 17, 2012

536.1

NON-RENEWAL OF PROFESSIONAL STAFF CONTRACTS

Non-renewal of professional staff member contracts shall be done in accordance with state law and provisions of the Fall Creek School District Employee Handbook.

LEGAL REF.: Section 118.22 Wisconsin Statutes

CROSS REF.: Fall Creek School District Employee Handbook

APPROVED: July 1, 1991

REVISED: September 17, 2012

536.2

DISCIPLINE, DISCHARGE OR SUSPENSION
OF PROFESSIONAL STAFF MEMBERS

Any professional staff member may be disciplined, suspended, reprimanded, nonrenewed, discharged or reduced in rank or compensation for just cause at the discretion of the Board or administrator. Such actions shall be in compliance with provisions of state law and the Fall Creek School District Employee Handbook.

LEGAL REF.: Section 118.22 Wisconsin Statutes

CROSS REF.: Fall Creek School District Employee Handbook

APPROVED: July 1, 1991

REVISED: September 17, 2012

RETIREMENT OF PROFESSIONAL STAFF MEMBERS

There shall be no mandatory retirement age in the School District of Fall Creek. Professional staff members may, however, be asked to retire if they no longer are capable of performing their assigned job duties.

If at all possible, professional staff members should retire prior to the start of a new school year. For retirement purposes, the start of a school year is determined by the first day of the complete faculty inservice program.

The Board shall recognize retiring professional staff members for their years of faithful service to education.

LEGAL REF.: Section 111.33 Wisconsin Statutes
Chapter 40

CROSS REF.: Fall Creek School District Employee Handbook

APPROVED: July 1, 1991

REVISED: September 17, 2012

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

Any staff member wishing to be released from his/her contract shall present a letter of resignation to the District Administrator. Resignations will not become effective until accepted and approved by the Board.

A professional staff member may be required to pay liquidated damages for release from his/her contract in accordance with provisions of the Fall Creek School District Employee Handbook.

LEGAL REF.: Section 118.22(2) Wisconsin Statutes

CROSS REF.: Fall Creek School District Employee Handbook

APPROVED: July 1, 1991

REVISED: September 17, 2012

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

The Board believes in the importance of professional staff development and improvement. Therefore, the Board shall provide opportunities for staff members to keep abreast of the changing needs of society and education through local inservice activities, attendance at educational conferences and workshops and advanced education courses.

Professional staff members shall be provided an opportunity to become involved in formulating staff development plans offered in the district.

Reimbursement for conference or workshop attendance and advanced education courses shall be in accordance with provisions of the Fall Creek School District Employee Handbook and established procedures.

LEGAL REF.: Section 121.02(1)(b) Wisconsin Statutes
PI 8.01(2)(b), Wisconsin Administrative Code

CROSS REF.: 537.1, Professional Staff Inservice Activities
671.2, Expense Reimbursements
Fall Creek School District Employee Handbook

APPROVED: September 3, 1991

REVISED: September 17, 2012

PROFESSIONAL STAFF INSERVICE ACTIVITIES

The Board shall establish a staff inservice program to provide:

1. staff members with pertinent information concerning the ever changing educational needs of students and society as a whole; and
2. for the continual improvement of the instructional program.

In order to accomplish these goals, the Board and professional staff shall work cooperatively to develop and implement an inservice program which is objective-based and district-wide.

LEGAL REF.: Section 121.02(1)(b) Wisconsin Statutes
PI 8.01(2)(b), Wisconsin Administrative Code

CROSS REF.: 537.1-Rule, Staff Development Committee Guidelines
Fall Creek School District Employee Handbook

APPROVED: September 3, 1991

REVISED: October 15, 2007

REVISED: September 17, 2012

STAFF DEVELOPMENT GUIDELINES

The Staff Development Committee will consist of the following members:

1. District Administrator
2. Middle School Principal
3. Elementary School Principal
4. High School Principal
5. High School Teacher (9-12)
6. Middle School Teacher (6-8)
7. Elementary School Teacher (K-5)
8. School Board Member

Staff Development Committee Responsibilities

The Staff Development Committee shall:

1. Annually determine imperative district in-service needs.
2. Develop an annual in-service plan that outlines in-service objectives and the proposed programs to be implemented to meet district needs.
3. Seek input from professional staff members not represented on the committee regarding committee needs and activities.
4. Evaluate the effectiveness of the district-wide in-service program and individual in-service programs, and submit such evaluations to the Board each year.
5. Make recommendations as to the amount of dollars to be budgeted for in-service programs.

Staff Development Committee Meeting Schedule

The Staff Development Committee shall meet once each quarter to develop, implement, and evaluate the in-service program. The Council may possibly meet more often in May as the Council develops the in-service program for the following year.

Committee Resources

There are many resources available for providing an excellent in-service program including, but not limited to the following:

1. Local professional staff
2. Cooperative Educational Service Agency 10 (CESA 10)

3. Department of Education at the University of Wisconsin – Eau Claire

4. Department of Public Instruction

APPROVED: September 3, 1991

REVIEWED: July 25, 2012

PROFESSIONAL STAFF EVALUATION

In order to assure a high quality of professional performance and to advance the instructional programs of the School District of Fall Creek, the Board shall require evaluations of all professional staff members.

All professional staff evaluations shall be based on written job descriptions and shall be in compliance with provisions of the Fall Creek School District Employee Handbook.

LEGAL REF.: Section 121.02(1)(q) Wisconsin Statutes
PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: Fall Creek School District Employee
Administrative Rule 538
538-Exhibits A-D

APPROVED: September 3, 1991

REVISED: February 17, 2003

REVISED: September 17, 2012



OBSERVATION SUMMARY REPORT

538 EXHIBIT A

Name:

Grade Level:

Observation Date:	
Performance Standard 4 and 7 (Content Knowledge and Planning for Instruction)	
The teacher uses data to plan appropriate curricula, implement instructional strategies, & use resources to promote learning for all students.	
Clear and Logical Lesson Plans	<input type="checkbox"/> Student Involvement
Selection of strategies	<input type="checkbox"/> Learning Goals Posted
Questioning Techniques	<input type="checkbox"/> Rigor of Content
Variety of teaching methods	<input type="checkbox"/> Learning needs accommodated
Effective pacing	<input type="checkbox"/> Relevance of Instruction
Essential Knowledge of Material	<input type="checkbox"/> Meaning Communicated to Students
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory
Observation Date:	
Performance Standard 3,5,8 (Learning Environment, Application of Content, Instructional Strategies)	
The teacher provides a well-managed, safe, student-centered, and academically challenging learning environment.	
Climate of Trust and Respect	<input type="checkbox"/> Time Use
Collaborative Learning	<input type="checkbox"/> Student Self-Motivation
Safe and Positive Area	<input type="checkbox"/> Active Engagement
Promotes Critical Thinking	<input type="checkbox"/> Student Behavior
Connects Concepts to Differing Perspectives	<input type="checkbox"/>
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory
Observation Date:	
Performance Standard 1 and 2 (Learner Development, Learning Difference)	
The teacher understands learner growth and development on a cognitive, linguistic, social, emotional, and physical level and implements developmentally appropriate and challenging learning experiences	
Understands how Learners Grow	<input type="checkbox"/> Understands Ind. Differences
Logical/Sequential Explanations	<input type="checkbox"/> Goals communicated
Developmentally Appropriate Learning Experiences	<input type="checkbox"/> Challenging Learning Experiences
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory

Observation Date:	
Performance Standard 6 (Assessment) The teacher analyzes data to measure student progress and guide immediate and long-range instruction.	
Evidence of Achievement Goals <input type="checkbox"/>	Data Drives Decision Making <input type="checkbox"/>
Timely Student Feedback <input type="checkbox"/>	Student Self-Assessment <input type="checkbox"/>
Student Progress Goals Set <input type="checkbox"/>	Analyzes and Interprets Data <input type="checkbox"/>
Monitors Student Goals <input type="checkbox"/>	
Uses Common Formative Assessment <input type="checkbox"/>	
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory
Annual Review:	
Performance Standard 9, 10 (Professional Learning, Ethical Practice, Leadership, and Collaboration) The teacher maintains a professional demeanor, participates in professional growth opportunities, demonstrates an understanding of the curriculum, and contributes to the profession.	
Professional Behavior <input type="checkbox"/>	Reflection <input type="checkbox"/>
Confidentiality <input type="checkbox"/>	Professional Development <input type="checkbox"/>
School Duties, Policies, Procedures <input type="checkbox"/>	Committee Service <input type="checkbox"/>
Communicates with Students and Families <input type="checkbox"/>	
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory
Reflection 1	
Date:	
Reflection 2	
Date:	

Signature of Administrator

Date

Signature of Staff Member
(Indicates that you have seen report)

Date



OBSERVATION SUMMARY REPORT

538 EXHIBIT A

Name:

Grade Level:

Observation Date:	
Performance Standard 4 and 7 (Content Knowledge and Planning for Instruction)	
The teacher uses data to plan appropriate curricula, implement instructional strategies, & use resources to promote learning for all students.	
Clear and Logical Lesson Plans	<input type="checkbox"/> Student Involvement
Selection of strategies	<input type="checkbox"/> Learning Goals Posted
Questioning Techniques	<input type="checkbox"/> Rigor of Content
Variety of teaching methods	<input type="checkbox"/> Learning needs accommodated
Effective pacing	<input type="checkbox"/> Relevance of Instruction
Essential Knowledge of Material	<input type="checkbox"/> Meaning Communicated to Students
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory
Observation Date:	
Performance Standard 3,5,8 (Learning Environment, Application of Content, Instructional Strategies)	
The teacher provides a well-managed, safe, student-centered, and academically challenging learning environment.	
Climate of Trust and Respect	<input type="checkbox"/> Time Use
Collaborative Learning	<input type="checkbox"/> Student Self-Motivation
Safe and Positive Area	<input type="checkbox"/> Active Engagement
Promotes Critical Thinking	<input type="checkbox"/> Student Behavior
Connects Concepts to Differing Perspectives	<input type="checkbox"/>
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory
Observation Date:	
Performance Standard 1 and 2 (Learner Development, Learning Difference)	
The teacher understands learner growth and development on a cognitive, linguistic, social, emotional, and physical level and implements developmentally appropriate and challenging learning experiences	
Understands how Learners Grow	<input type="checkbox"/> Understands Ind. Differences
Logical/Sequential Explanations	<input type="checkbox"/> Goals communicated
Developmentally Appropriate Learning Experiences	<input type="checkbox"/> Challenging Learning Experiences
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory

Observation Date:	
Performance Standard 6 (Assessment) The teacher analyzes data to measure student progress and guide immediate and long-range instruction.	
Evidence of Achievement Goals <input type="checkbox"/>	Data Drives Decision Making <input type="checkbox"/>
Timely Student Feedback <input type="checkbox"/>	Student Self-Assessment <input type="checkbox"/>
Student Progress Goals Set <input type="checkbox"/>	Analyzes and Interprets Data <input type="checkbox"/>
Monitors Student Goals <input type="checkbox"/>	
Uses Common Formative Assessment <input type="checkbox"/>	
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory
Annual Review:	
Performance Standard 9, 10 (Professional Learning, Ethical Practice, Leadership, and Collaboration) The teacher maintains a professional demeanor, participates in professional growth opportunities, demonstrates an understanding of the curriculum, and contributes to the profession.	
Professional Behavior <input type="checkbox"/>	Reflection <input type="checkbox"/>
Confidentiality <input type="checkbox"/>	Professional Development <input type="checkbox"/>
School Duties, Policies, Procedures <input type="checkbox"/>	Committee Service <input type="checkbox"/>
Communicates with Students and Families <input type="checkbox"/>	
Comments	<input type="checkbox"/> Exemplary <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory
Reflection 1	
Date:	
Reflection 2	
Date:	

Signature of Administrator

Date

Signature of Staff Member
(Indicates that you have seen report)

Date

EVALUATION PROCESS SUMMARY

Name _____ Teaching Assignment _____

School _____ Supervisor _____

Date of Conference _____

Supervisor must check one:

_____ Teacher meets all the district's Standards and Expectations for professional staff. Renewal of contract is recommended

_____ Teacher does not meet all of the district's Standards and Expectations for professional staff. The following action is recommended:

_____ Renew teacher contract with the provision that the Principal, with input from the Teacher, will develop a Supportive Assistance Plan for addressing the identified deficiencies.

_____ Renewal of teacher contract with the implementation of Intensive Assistance process.

Reasons for recommending Intensive Assistance:

_____ Non-Renewal

Teacher Signature _____ Date _____

Supervisor Signature _____ Date _____

Signatures indicate that the signee has had the opportunity to review the document. Teacher has the option to respond in writing within 5 calendar days.

STAFF SUPPORT PLAN

The Intensive Assistance Plan is a process developed to assist staff whose performance is significantly below the district's identified standards and expectations. The intent of this intervention is positive and supportive, yet does not overlook the fact that serious concerns have been identified and continued employment is in question.

Procedure:

1. At the Evaluation Conference, the supervisor will indicate as part of the staff member's written Evaluation Summary that Intensive Assistance is recommended.
2. The supervisor will notify the staff members in writing of specific, well-defined reasons for recommending Intensive Assistance. A copy of the notification will be sent to the superintendent at that time.
3. After the formal notification of the recommendation for Intensive Assistance, the supervisor and the staff member will meet to determine the plan of action for the staff intensive assistance program.
4. This plan will include a summary of the areas of concern, the nature of support for improving these problem areas, and an estimate of how long it should take for the necessary improvement(s) to be observed.
5. The supervisor and/or support team will continue to observe the staff member and meet regularly with him/her during this time and provide written feedback and recommendations.

REVISED: July 23, 2007

REVISED: September 17, 2012

PROGRESS REPORT

Name _____ Assignment _____

School _____ Supervisor _____

Progress Report Date: _____

Final Report Date: _____

Progress Report Summary: (Describe actual changes that have taken place. Attach any pertinent documentation. Review Plan Statement and Timeline, Plan Summary of Concerns, and Specific Plan Goals.)

Supervisor's Recommendations:

Employee's Comments:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Signatures indicate that the signee has had the opportunity to review the document. The employee has the option to respond in writing within 5 calendar days.

FINAL PROGRESS REPORT

Name _____ Assignment _____

School _____ Supervisor _____

Final Report Date: _____

Previous Progress Report Date(s): _____

Final Progress Report Summary: Describe actual changes that have taken place. Attach any pertinent documentation.

Supervisor's Comments: Met Goal(s), Did not meet goal(s) – recommended action:

Employee's Comments:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Signatures indicate that the signee has had the opportunity to review the document. The employee has the option to respond in writing within 5 calendar days.

District Administrator Date _____

REVISED: August 20, 2012

PROFESSIONAL STAFF EVALUATION

This evaluation process is designed to assess performance, provide for the improvement of instruction, determine adherence to identified standards, promote or direct professional growth and provide a basis for employment decisions. This process provides a means to identify areas of strengths and needs in employee performance, improve communication, develop priorities for improvement, and provide assistance when needed. The ultimate goal of this process is to provide continuous professional growth of employees in order to provide a quality educational program for the district's students.

All teachers will have at least two observations with an "Observation Report" completed annually. Probationary teachers will have three observations completed in the first three grading periods. An "Annual Summary" report will be completed for all teaching staff prior to the issuance of contracts for the next year.

The process will focus on Interstate Teacher Assessment & Support Consortium. Teacher standards will be incorporated into their evaluation process.

REVISED: September 17, 2012

2011 Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards

<i>Teachers</i>	
<i>2011 InTASC Model Core Teaching Standards</i>	
Standard 1	Learner Development: The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.
Standard 2	Learning Differences: The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.
Standard 3	Learning Environments: The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self motivation.
Standard 4	Content Knowledge: The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.
Standard 5	Application of Content: The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.
Standard 6	Assessment: The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.
Standard 7	Planning for Instruction: The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.
Standard 8	Instructional Strategies: The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.
Standard 9	Professional Learning and Ethical Practice: The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.
Standard 10	Leadership and Collaboration: The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession.

FACULTY COMPUTER / INTERNET ACCEPTABLE USE POLICY

All School District of Fall Creek computers are to be used in a responsible, efficient, ethical and legal manner. Internet access will be provided to the faculty of the School District of Fall Creek for the purpose of teaching, conducting research and communication. Faculty are expected to conduct themselves ethically, with honesty and integrity, and be mindful of all applicable laws and regulations.

Staff Computer Resource Usage Policy:

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that employees will learn to use telecommunications tools and electronic mail and apply them in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the District will provide training opportunities for staff that address the proper and effective use of telecommunications and electronic mail. Electronic mail will be considered an official form of communication within the District.

The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that information technology systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

Use of Computer Resources is a Privilege:

Use of the computer resources at the Fall Creek School District is a privilege, not a right. As with all privileges, abuses will not be tolerated. The privilege of using the District's computer resources may be suspended without notice.

Computer Resource Usage:

During school hours, the District's computer resources may only be used for school purposes including curricular and extracurricular school activities and limited personal communications incidental to work. During non-school hours, including duty-free lunch, computer resources may also be used for personal communications. Personal e-mail may not be used during time that an employee is supervising students. All personal use of computer resources not expressly allowed under this policy is prohibited.

District computer resources may not be used in a manner which disrupts the educational process or in a manner which is contrary to the educational purposes of the District. Examples of inappropriate usage include, but are not limited to, the activities in the following list:

- Using lewd, lascivious, profane, or obscene language
- Harassing, insulting or attacking others
- Installing or copying any software onto any District computers or storage devices
- Damaging computers, computer systems or computer networks
- Knowingly running or installing on any computer system or network, or giving to another user, any program intended to damage or to place an excessive load on a computer system or network
- Violating terms of applicable software licensing agreements or copyright laws
- Using any computer account that you are not authorized to use
- Allowing use of your computer account by another individual
- Attempting to read, copy, change or delete another users' electronic information without the explicit agreement of such person.
- Trespassing into, copying, or using others' files or work
- Using computer resources for non-educational, commercial or profitable purposes, or to access pornographic or other inappropriate materials, or to gain unauthorized access to any computer system or network
- Using the Internet for personal communication, to access online communities, or for entertainment such as games, music, and videos
- Changing any computer or network configurations
- Attempting to circumvent data protection schemes and internet filtering or uncover security loopholes on any computer resource within or connected to the District
- Using electronic mail, messaging services or any other storage medium to send, retain, access, display or store pornographic, obscene, offensive, discriminatory, harassing, illegal or fraudulent images, messages or programs
- Sending or receiving any form of email that is not sent and received through a District approved email account
- Printing non-educational materials or personal items without permission
- Wasting District resources or using District resources for personal use

No Expectation of Privacy for Users:

Users should have no expectation of privacy when using the District's computer resources. The District reserves the right to monitor, access and disclose any message, document, or log created, archived, stored, received, deleted, looked at or sent with the District's computer resources, without notice, without consent and without a search warrant. In addition, the computer resource administrators, as well as other officials, employees or agents of the District, may manipulate, without prior notice, user data or files that exist on any computer resource. The District also reserves the right to remove any files from District computer resources without prior notification to users. However,

the District shall have no affirmative obligation to monitor and/or review any or all of the messages and information existing on or transmitted via the District's computer resources.

No computer security system, no matter how elaborate, can prevent determined persons from accessing stored information that they are not authorized to access. Therefore, if there is any information that you wish to remain confidential, be advised that the District cannot guarantee that computer resources will be secure at all times.

Vandalism:

Due to the complexity and cost of technology within the Fall Creek School District, a user shall be personally responsible for the cost of repairing damage to computer resources, including but not limited to the replacement of equipment, when such damage is the result of a user's deliberate or negligent misuse of computer resources.

Software Installation:

Only individuals authorized by the Fall Creek School District may install software (whether received as an e-mail attachment or otherwise) onto any computer resource within the District.

Authorized individuals comprise of administration and IT staff.

End of Work Day Procedure:

District employees must perform all computer resource log off procedures prior to leaving at the end of their scheduled work day.

Account Lockdown Policy:

Due to the confidential nature of student record information, all staff members are to perform appropriate account lockdown procedures whenever they do not have direct sight of a computer they are currently logged onto.

Computer Usage Policy Enforcement:

As noted above, an individual's privilege to use computer resources may be suspended without notice. In addition, the District reserves the right to undertake disciplinary measures in response to a violation of this policy which may include, but are not limited to, suspension and termination. If warranted, the District will refer a case to an appropriate local, state or federal authority for further disposition.

Demonstrated intent to violate this policy may be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that if successful or if carried out as intended would result in a policy violation.

Costs of repairing devices, networks, computers and like hardware as well as labor involved in the repair of hardware and disabling network accounts, audit time and like services that otherwise would have not been needed will be billed accordingly to the person(s) responsible.

Newsgroups / List Servers / Chat Rooms / Online Communities:

Users shall not subscribe to or use newsgroups, list servers, chat rooms or online communities using the District's computer resources unless advance permission has been given by the computer resource administrator or his/her designee.

Use of Non-District Owned Technology on District Property:

Faculty bringing non-district owned technology such as laptops onto District property may use this technology only if the device is not connected to any District network or device via wired or wireless means.

Copyright:

All users must comply with federal, state and local laws governing intellectual property, software licenses and copyrights. Copyrighted material, including text, pictures, video, sound, and other attachments, should not be copied or distributed using the District computer resources without appropriate credit and, where necessary, permission from the author, composer and/or owner.

District Web Site Creation and Maintenance:

Faculty is to adhere to District policy '361-creation and maintenance of web pages' when creating and maintaining web pages on District web servers.

ADOPTED: August 17, 2009

REVIEWED: July 25, 2012

SUPPORT STAFF POSITIONS

Support staff positions shall be created only with the approval of the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

Written job descriptions shall be developed for support staff positions. Each job description will include working hours, working conditions, types of skills required and types of equipment to be used.

It shall be the responsibility of the immediate supervisor to see that each support staff member receives a copy of the job description.

APPROVED: November 1, 1975

REVISED: June, 1977
May, 1979
May, 1980
September 3, 1991

REVIEWED: July 25, 2012

SUPPORT STAFF RECRUITING/HIRING

The district administrator or designee shall recruit and screen all candidates for support staff positions in the School District of Fall Creek and shall make recommendations to the board. He/she shall determine whether applicants meet school district needs, board requirements and the qualifications established by the Department of Public Instruction.

Employment in a support staff position shall only be made upon final approval of the board.

All persons employed by the board shall complete the necessary employment forms required by state and federal laws and district policy. Employment shall be conditioned on a criminal background check.

The Fall Creek School District will only accept employment applications when a vacancy exists or when the district requests applications for a future position(s). An unsolicited application, and any materials attached thereto shall be destroyed.

LEGAL REF.: Sections 111.31-111.39 Wisconsin Statutes

118.195

118.20

118.24

120.12(1)

121.02(1)(a)

Immigration Reform and Control Act of 1986

CROSS REF.: 511, Equal Opportunity Employment

APPROVED: July 21, 1997

REVIEWED: July 25, 2012

ADMINISTRATIVE RULE

PRE-EMPLOYMENT AND CURRENT EMPLOYMENT
CRIMINAL BACKGROUND CHECKS PROCEDURE

The Child Protection Act of 1993 provides school districts with an instrument by which to obtain criminal background information on applicants for employment.

The conviction record of persons recommended for employment or presently employed as administrators, teachers, other certified employees, non-certified employees, and advisors or coaches for additive assignments must be obtained and reviewed by the administration prior to a final decision to employ or renew employment. Information disclosed through the conviction record of a current employee will not be used or considered unless the circumstances of the conviction or charge substantially relate to circumstances of the position held by the employee.

A. Scope of Conviction Report

Under this procedure, the “conviction report” as it relates to a recommendation for employment or continues employment will include convictions or pending violations of the law other than minor traffic violations. Conviction means the final judgment on a verdict of a finding of guilty, a plea of guilty or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether the appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid. In accordance with state law, pending charges or convictions will not be used or considered unless they are substantially related to the circumstances of the particular job of a current employee or for which application has been made.

B. Application Disclosure Statement

The application form shall require individuals to disclose all convictions or pending violations of the law other than minor traffic violations. If the person recommended for employment refuses to cooperate in fully completing the disclosure form or is found to have provided false, inaccurate, or incomplete information on the disclosure form, the person will be disqualified from consideration for employment or shall be considered for dismissal. If the conviction report confirms a conviction or pending charges which the candidate acknowledged on the application form, a determination shall be made in consultation with legal counsel whether or not to reject the application based upon:

1. Consideration of the circumstances and nature of the conviction or pending charge, and

2. Whether the circumstances of the conviction or pending charge substantially relate to the nature of the particular position for which the candidate has applied.

C. Conviction Record Check

Criminal background information may be obtained through the company the school is currently using to conduct their background checks. The background check request must include the individual's name, sex, race, date of birth. Additional information such as social security number and maiden or alias name is helpful in the search process. School districts are required to pay a fee per individual background check request. This fee must be included with the request. The fee for all groups/individuals is \$10.

D. Employee Rights

Current employees or persons recommended for employment will be provided a copy of the conviction report upon request. Persons requesting copies of the conviction report will reimburse the district for the cost of providing the copies. Current employees and persons recommended for employment have the right to attach any statement or explanation to the conviction report. The disclosure statement and conviction report will be maintained in files separate from the employee personnel files for as long as the persons are employed by the district and as prescribed by the records retention schedule adopted by the district.

REVISED: December 17, 2018

SUBSTITUTE SUPPORT STAFF EMPLOYMENT

Substitute Support Staff personnel shall be employed by the School District of Fall Creek, if possible, in the absence of the regular support staff personnel. Department Supervisors shall maintain a list of eligible substitutes and arrange for their work as necessary.

Substitute support staff personnel shall be paid at a rate as follows:

Bus Drivers: Bus Driver Step I per route
Sub Custodians: Custodial II Step 1 per hour
Sub Food Service Aide: Food Service Aide Step 1 per hour
Sub Aide: Aide Step 1 per hour
Sub-Special Route: Sub-Special Route Step 1 per hour
Sub Secretarial/Clerical \$15.50 per hour

CROSS REF: Employee Handbook; 534-Rule Substitute Staff COVID Incentive

APPROVED: December 17, 2007

REVISED: April 21, 2008

REVISED: October 27, 2008

REVISED: January 17, 2011

REVISED: October 15, 2012

REVISED: January 18, 2016

REVISED: December 17, 2018

REVISED: June 20, 2022

EVALUATION OF SUPPORT STAFF

The development of an effective support staff is of paramount importance to the day-to-day operations of the school system.

Support staff evaluations will be based on written job descriptions. Performance reviews will be provided to the employee. If an employee believes that a performance review is needed and/or past due, the employee should discuss the matter with their immediate supervisor.

LEGAL REF.:

CROSS REF.: Administrative Rule 546

APPROVED: October 16, 1995

REVISED: May 20, 2003

REVISED: September 17, 2012

Evaluation of Support Staff

The support staff consists of a variety of people who provide indirect assistance to the school district in delivering services in support of the educational program. A collective bargaining unit represents some members of the support staff, and some are not represented. Each position has a job description and each employee is given a copy at the start of his/her employment with the district.

This evaluation process is designed to assess performance, determine adherence to identified standards, promote or direct growth and provide a basis for employment decisions. This process provides a means to identify areas of strengths and needs in employee performance, improve communication, develop priorities for improvement, and provide assistance when needed. The ultimate goal of this process is to provide continuous growth of employees in order to support a quality educational program for the district's students.

REVISED: September 17, 2012

SUPPORT STAFF EVALUATION FORM

Employee: _____

Position: _____

Rater: _____

Position: _____

Date: _____

	Excellent	Good	Fair	Poor	Not Applicable
Kids					
Relationship With Students					
Assisting Students In The Educational Programs					
Decision Making					
Judgment and Ability To Make Decisions					
Initiative and Interest					
Creativity					
Loyalty					
Pride In Job					
Uses Discretion in Confidential Matters					
Service To Educational Programs					
Relationships					
Reliable and Trustworthy					
Relationship With Staff					
Relationship With Supervisors					
Accepts Constructive Criticism					
Follows Chain of Authority (Voices Suggestions, Complaints, etc. to proper person)					
Public Relations					
Work Duties and Function					
Job Knowledge					
Quality of Work					
Dependability and Punctuality					
Attendance					
Personal Appearance and Grooming					
Safety					
Quality of work					
Preventive Maintenance					
Operation and Care of Mechanical Systems/Equipment					
Housekeeping					
Economy of Materials					
Building Security					
Takes Initiative					

Additional Comments:_____
Signature of Rater_____
Date_____
Signature of Employee_____
Date

Signature indicates that the signee has had the opportunity to review the document. The employee has the option to respond in writing within 5 days.

EVALUATION PROCESS SUMMARY

Name _____ Assignment _____

School _____ Supervisor _____

Date of Conference _____

Supervisor must check one:

- _____ This employee meets all of the district’s expectations for support staff. Continuation of employment is recommended.
- _____ This employee does not meet all of the district’s expectations for support staff. The following action is recommended:
- _____ Continuation of employment with the provision that the supervisor, with input from the employee, will develop a Supportive Assistance Plan for addressing the deficiencies.
- _____ Dismissal
- _____ Continuation of employment with the implementation of an Intensive Assistance Process

Reasons for recommending Intensive Assistance:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Signatures indicate that the signee has had the opportunity to review the document. The employee has the option to respond in writing within 5 calendar days.

STAFF SUPPORT PLAN

The Intensive Assistance Plan is a process developed to assist staff whose performance is significantly below the district's identified standards and expectations. The intent of this intervention is positive and supportive, yet does not overlook the fact that serious concerns have been identified and continued employment is in question.

Procedure:

1. At the Evaluation Conference, the supervisor will indicate as part of the staff member's written Evaluation Summary that Intensive Assistance is recommended.
2. The supervisor will notify the staff members in writing of specific, well-defined reasons for recommending Intensive Assistance. A copy of the notification will be sent to the superintendent at that time.
3. After the formal notification of the recommendation for Intensive Assistance, the supervisor and the staff member will meet to determine the plan of action for the staff intensive assistance program.
4. This plan will include a summary of the areas of concern, the nature of support for improving these problem areas, and an estimate of how long it should take for the necessary improvement(s) to be observed.
5. The supervisor and/or support team will continue to observe the staff member and meet regularly with him/her during this time and provide written feedback and recommendations.

REVISED: July 23, 2007

REVISED: August 20, 2012

STAFF SUPPORT PLAN

Name _____ Assignment _____

School _____ Supervisor _____

Participants:

Summary of Concerns:

Specific Goals:

Statement of Plan and Timeline:

Staff Member Signature _____ Date _____

Supervisor Signature _____ Date _____

Signatures indicate that the signee has had the opportunity to review the document. The employee has the option to respond in writing within 5 calendar days.

Plan is: _____ Approved _____ Not Approved

District Administrator's Signature _____

PROGRESS REPORT

Name _____ Assignment _____

School _____ Supervisor _____

Progress Report Date: _____

Final Report Date: _____

Progress Report Summary: (Describe actual changes that have taken place. Attach any pertinent documentation. Review Plan Statement and Timeline, Plan Summary of Concerns, and Specific Plan Goals.)

Supervisor's Recommendations:

Employee's Comments:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Signatures indicate that the signee has had the opportunity to review the document. The employee has the option to respond in writing within 5 calendar days.

FINAL PROGRESS REPORT

Name _____ Assignment _____

School _____ Supervisor _____

Final Report Date: _____

Previous Progress Report Date(s): _____

Final Progress Report Summary: Describe actual changes that have taken place. Attach any pertinent documentation.

Supervisor's Comments: Met Goal(s), Did not meet goal(s) – recommended action:

Employee's Comments:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Signatures indicate that the signee has had the opportunity to review the document. The employee has the option to respond in writing within 5 calendar days.

District Administrator Date _____

REVISED: September 17, 2012