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CREATING A POSITION

The Board of Education recognizes the need to establish positions, which will assist the District in achieving the education goals set by the Board.

All professional staff positions are created only with the approval of the Board. The Superintendent has the authority to create temporary professional staff positions under emergency conditions to meet the unique needs of individual students with confirming action by the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the District's goals and objectives.

Before any new position is established, the Superintendent will create an initial job description for the position.

The District employs only U.S. citizens and others lawfully authorized to work in the United States. The Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

Adopted: 6/18/01
Rev: 5/14/07

BOARD – STAFF COMMUNICATION

The Board of Education encourages open channels of communication between itself and the staff members. The primary line of communication should be through the Superintendent. Also, the Board members will be open to direct contact with staff members and if an issue or concern arises, the Board member may contact the Superintendent or Board President for follow up. The intent of this policy is to keep communication open throughout the district.

Adopted: 6/18/01
Rev.7/15/02

EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. It is the goal of the Board to hire the best candidate possible, even if it means reposting and using substitutes.

The Board shall approve the employment, and also, set the compensation, and establish the term of employment for each professional staff member employed by this District. Such approval shall be given only to those candidates for employment recommended by the Superintendent.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program as determined by the Superintendent. Employment shall be recommended to the Board at the next regular meeting.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter relating to said employment.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which the staff member would be supervised directly by the relative staff member.

For purpose of this policy, "relative" is defined as spouse, son, daughter, sister, brother, mother, father, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, nephew, aunt, uncle, guardian, conservator. (Spouse is interpreted to include persons who are not legally married but who live together with attended responsibilities and commitments of spousal relationships.)

Any professional staff member's intentional misstatement of fact material to the staff member's qualifications for employment or the determination of salary shall be considered by the Board of Education to constitute grounds for dismissal.

No candidate for employment to the professional staff shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process.

There must also be verification that a satisfactory background check has been conducted.

Any person who signs a professional contract with the District must, within ten (10) days after signing the contract, file in the office of the Superintendent a statement showing the date of expiration and the grade and character of the certificate or license held.

The Superintendent shall prepare procedures for the recruitment and selection of all professional staff to be approved by the Board of Education and included in the Administrative Guidelines (3120, 3120.1, 3120.2, 3120.3).

In addition, the Superintendent shall have the authority to fill vacancies when time constraints warrant quick employment decisions with confirming action by the Board of Education during the next special or regular Board meeting.

118.19, 118.20, 118.21, 118.21(2), 121.02, Wis. Stats.

Adopted: 6/18/01
Rev.12/17/01; 1/8/07

EMPLOYMENT OF SUBSTITUTES

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

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

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

Review of Services

A review of substitute services will be completed by each teacher after the substitute assignment. Additionally, each substitute will provide feedback on lesson planning/preparation.

Long-Term Substitutes

- A. A substitute teacher who replaces a contracted teacher for more than ten (10) consecutive and continuous school days shall receive the established long-term substitute per diem rate, effective on the tenth day of such service, as approved by the Superintendent. In certain circumstances when the need for long-term responsibilities are known prior to the tenth day and when lesson planning is completed by the substitute, the Superintendent may waive one (1) or more days of the ten (10) day requirement.
- B. Substitute teachers who qualify for long-term substitute status may be absent for no more than three (3) consecutive service days without loss of long-term status. Sick leave benefits/payments are not made to substitute employees.
- C. Substitute teachers who do not meet the long-term qualifications A above, but who serve the district for more than ninety (90) days during a given school year, will be paid an additional ten (10%) per cent bonus differential per day commencing on the ninety-first (91st) service day.

Duties

- A. Long-term substitutes assume the following responsibilities: supervision, short and long range planning, school meetings called by the principal, department or grade level, etc., recording, grading, reporting, and parental contacts.
- B. Short-term duties include the workload and responsibility of the teacher being replaced. The principal may assign a substitute to any job-related duty during the course of the substitute's day.

Pay Periods

- A. Substitute teachers will be paid in accordance with payroll scheduling.
- B. If a substitute teacher is called and reports to work, the teacher shall receive compensation for a minimum of one-half (1/2) day. To receive this pay, the teacher shall provide one-half (1/2) day of service. A half-day assignment is defined as four (4) hours.
- C. Substitute teachers are expected to remain on duty for the entire assignment for which they receive compensation.

A substitute shall be paid a minimum of a half-day once the substitute is called.

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

Adopted: 6/18/01
Rev. 10/13/03

STUDENT TEACHERS

The Board of Education encourages cooperation with state-approved colleges and universities in the preparation of student teachers.

Colleges and universities should first make contact with the supervising administrator regarding placement of a student teacher and the supervising teacher. The student teacher shall complete a district application/request form and the district shall do a reference check and a criminal background check. The supervising administrator shall then make the final placement of student teachers. The supervising staff member shall have no fewer than three (3) years of successful experience in the area of assignment, and shall have completed the appropriate teacher coursework.

Professional staff members who agree to serve as supervisors of student teachers may accept honoraria or stipends directly from the college/university for those services rendered outside the regular school day and above and beyond the duties and responsibilities specified in their contracts.

Student teachers are not to be assigned to responsibilities unsupervised by a certified teacher.

118.19(3), Wis. Stats.
P.I. 3.03(7), Wis. Adm. Code

Adopted: 6/18/01
Rev: 1/8/07

EMPLOYMENT OF PERSONNEL FOR
CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Subject to and consistent with any applicable terms of a collective bargaining agreement and WIAA rules and guidelines, such part-time employees may be members of the District's staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to act for the Board in employing such part-time staff. The Superintendent shall establish administrative guidelines (Administrative Guideline 3120.08) to ensure that each person employed as a coach or activity advisor has the appropriate qualifications, has been properly interviewed. There must also be verification that the candidate has satisfactorily passed a background check conducted by the District, and that the employee has met all District employment requirements. The Superintendent or his/her administrative designee, upon recommendation from the Activities Director or Administrative Council, has the authority to discontinue employment of a coach or activity advisor who does not satisfactorily perform his/her duties for the benefit of the students and school district.

Adopted: 6/18/01

Rev: 1/8/07

BACKGROUND CHECK

The Board of Education requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's professional staff. Such an inquiry shall also be made for substitutes who may be employed by the District.

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

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

Adopted: 6/18/01

STATEMENT OF NONDISCRIMINATORY PRACTICE

The District shall not discriminate in the provision of services or programs against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

The Superintendent shall appoint compliance officers whose responsibility it will be to ensure compliance with Federal and State regulations and that complaints are dealt with promptly in accordance with law.

118.20, 118.13, Wis. Stats.

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

42 U.S.C. 12112, Americans with Disabilities Act of 1990

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

20 U.S.C. 1681 et seq., Title IX

Adopted: 6/18/01

EQUAL OPPORTUNITY EMPLOYMENT

- I. The Port Washington Saukville School District is an equal opportunity employer. When hiring personnel, the District shall not discriminate against any applicant or employee on the basis of age, race, sex or sexual orientation, disability/ handicap, citizenship status, marital status, pregnancy, national origin, creed, color, political affiliation, genetic information, ancestry, arrest or conviction record, military service, use or nonuse of a lawful product off school premises during nonworking hours, declining to attend a meeting or participate in any communication about religious or political matters, or any other reason prohibited by state or federal law. Exceptions to this policy may only be made in accordance with State and Federal laws.
- II. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District. The District shall also accommodate the religious practices of an employee to the extent required by law.
- III. Complaints regarding the interpretation or application of this policy shall be referred to the District's compliance officer as designated by the Superintendent, whose responsibility shall be to ensure compliance with Federal and State regulations and that the complaints are dealt with promptly in accordance with law.

Legal References:

Sections 111.31, 111.321, 111.322, 118.195, 118.20, Wis. Stats.

Cross References:

Board Policy 3122 – Statement of Nondiscriminatory Practice

Adopted: 1/09/12

TERMINATION AND RESIGNATION

- I. Termination and suspension – Employees may be suspended by the Superintendent or designee and may be terminated upon a majority vote of the Board of Education. In such cases, the Board shall abide by due process and such terms set forth in a collective bargaining agreement, if applicable.
- II. Resignation – A professional staff member may resign in accordance with the terms of the negotiated, collectively bargained agreement or individual employment contract.

An administrator may resign by filing a written resignation at least ~~thirty~~(30) days prior to the effective date of the resignation.

The Superintendent may act for the Board in the acceptance of any employee resignation.

Adopted: 6/18/01
Revised: 1/28/08

UNREQUESTED LEAVES OF ABSENCE

It is the responsibility of the Board of Education to protect students and employees from the effects of contagious diseases or other circumstances, which render professional staff members unable to perform assumed duties, with or without accommodation.

The Board may remove a professional staff member from assigned duties for physical or mental inability to perform assigned duties in conformance with statute and consistent with the terms of the collective bargaining agreement with or without accommodation.

In the case of a professional staff member who, in the opinion of the Superintendent, is unable to function properly in this District by reason of physical or mental incapacity or disability, the professional staff member will be offered the opportunity for a hearing before the Board.

If a professional staff member fails to comply with the Superintendent's recommendation or fails to request an appearance before the Board within the time allowed, the Board shall order the professional staff member to submit to an appropriate examination by a physician designated and compensated by the Board.

Where the physician designated by the Board disagrees with the physician designated by the professional staff member, the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the professional staff member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties with or without accommodation. The expenses of a third examination shall be borne by the Board.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties, with or without accommodation, the professional staff member shall be placed on leave of absence until proof of recovery, satisfactory to the Board, is furnished or for a period not to exceed one (1) year. The period of leave is subject to extension by the Board on the basis of the recommendation of a physician, adhering to the procedure set forth above.

Should a professional staff member refuse to submit to the examination requested by the Board and the professional staff member has exercised all rights under the provisions hereinabove set forth, such refusal shall subject the professional staff member to disciplinary action.

Americans with Disabilities Act of 1990
42 U.S.C. 12101 et seq.
29 C.F.R., Part 1630

Adopted: 6/18/01

SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of professional staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.

A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the professional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.

Professional staff members will not have their job security or promotion opportunities jeopardized by their request for counseling or referral assistance.

Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.

Americans with Disabilities Act of 1990

Adopted: 6/18/01

EMPLOYEE WELLNESS PROGRAM

The Board of Education as an employer is concerned for the health, safety, and general welfare of its employees. It recognizes that to be most productive, employees need to be both physically and mentally healthy and to be as free as possible from emotional problems and stress. To implement this philosophy, the Board supports an Employee Wellness Program and directs the administration to continue the program.

Adopted: 6/18/01

STAFF ETHICS

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

- A. recognize basic dignities of all individuals with whom they interact;
- B. exercise due care to protect the emotional, mental and physical health of others;
- C. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- D. maintain confidential information;
- E. ensure that personal actions do not promote private economic interests;
- F. avoid accepting gifts offered by another for the purpose of influencing judgment;
- G. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

Adopted: 6/18/01

STUDENT SAFETY AND WELL-BEING

Student safety and well-being is a primary concern to members of the Board of Education and all employees of the District. However, professional staff members because of their proximity to students are frequently confronted with situations, which could result in liability to the District and personal liability to the professional staff member. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

It is the responsibility of the Superintendent to prepare administrative guidelines (Administrative Guideline 3213) to ensure the maintenance of the following standards:

- A. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. A professional staff member should not volunteer to assume responsibility for duties the staff member cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- C. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- D. Each professional staff member shall immediately report, in writing, to the principal any accident or safety hazard.
- E. A professional staff member shall not send students on personal errands.
- F. A professional staff member may transport students in a private vehicle, only with the approval of the immediate supervisor.
- G. A student shall not be required to perform work or services that may be detrimental to the student's health.

Each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect in accord with laws of the State and Board Policy 8462.

Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

948.095, Wis. Stats.

Adopted: 6/18/01
Rev: 1/8/07

USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco.

State statutes prohibit the use of tobacco by professional staff members in District buildings, in District vehicles, on school grounds, and at District-related events, or where students are present.

120.12(20), Wis. Stats.
20 U.S.C. 6081 et seq.

Adopted: 6/18/01

POSSESSION OR USE OF WEAPONS

No staff member shall possess, use, or store a weapon or look-alike weapon in or on school property, in school vehicles, or at school-related activities. A dangerous weapon or look-alike weapon is defined in State statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of others. Ammunition and explosives are included within the weapons category.

A staff member who violates this policy will be immediately referred to law enforcement officials and are subject to disciplinary action under applicable Board policy and the terms of existing collective bargaining agreements.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel.
- B. Weapons properly registered and handled during the community use of school facilities.
- C. Theatrical props used in appropriate settings.
- D. Starter pistols used in appropriate sporting events.
- E. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision. (Firearms and ammunition will never be approved as part of a presentation.)

120.13(1), 939.22(10), 948.60, 948.61, Wis. Stats.

Adopted: 6/18/01

EVALUATION OF PROFESSIONAL STAFF

- I. The Board of Education is responsible for the employment of a high level work force. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel evaluation through the administrative guidelines.
- II. It is the purpose of the program of staff evaluation to:
 - A. improve student learning and instruction;
 - B. support the District mission and programs;
 - C. guard against staff mediocrity;
 - D. ensure participation in professional growth;
 - E. take the staff members from where they are and move them to a higher level.
- III. Evaluations shall be conducted of each professional staff member consistent with applicable State statutes and the administrative guidelines. A professional staff member shall be given a copy of all documents relating to performance, which are to be placed in the personnel file.
- IV. This policy shall not deprive a professional staff member of any rights provided by contractual agreement or State law.

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

Cross reference:
Administrative Guideline 3220 – Professional Staff Evaluation

Adopted: 6/18/01
Revised: 1/8/07; 2/8/10

NONWORK RELATED ACTIVITIES

To ensure that professional staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District, the following guidelines are recommended:

Staff members:

- A. should not give work time to an outside interest, activity, or association without the prior written approval of the supervisor;
 - 1. shall not use school property or school time to solicit or accept customers for private enterprises;
 - 2. shall not engage in business transactions on behalf of private enterprises in which financial benefit is to be obtained.
- B. Staff members shall not actively campaign on school property.
- C. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal workday.
- D. Staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.

Adopted: 6/18/01

RESEARCH AND PUBLISHING

Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.

Materials, which might be considered for publication and/or production and which identify the District in any manner, shall be cleared with the Superintendent prior to publication and/or production.

Publications and productions shall be subject to the following copyright provisions:

- A. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon the written request of the staff member provided that:
 - 1. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;
 - 2. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
 - 3. the staff member does not become involved in any way in the selling of the product to the District.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent.

Professional staff members who desire to publish or produce materials on their own time are encouraged to make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

- B. All books, materials, devices, or products, which result from the paid work time and/or prescribed duties of professional staff members, shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc., which will ensure the ownership of the product by the District.

The Board will negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

17 U.S.C. 101 et seq.

Cross Reference – 2416

Adopted: 6/18/01

PROFESSIONAL GROWTH PROGRAM

The Board of Education recognizes its responsibility to provide for continual professional growth of its professional staff.

The Board further recognizes the Professional Improvement Program as one of the approved routes through which faculty members may avail themselves of professional growth activities.

The objectives of the Professional Improvement Program are as follows:

- A. to enable employees to stay current with school research and developments in their field of specialization and in the profession;
- B. to enhance the quality of instruction and student achievement through improved teaching techniques;
- C. to respond to curriculum and instructional program needs;
- D. to respond to State and local assessment date;
- E. to offer inservice opportunities to faculty members other than graduate credit courses;
- F. to provide incentives for participation in professional growth activities beyond normal work hours including District level committees.

The following activities are approved by the principal/supervisor and the Superintendent or designee, as professional growth activities through the Professional Improvement Program.

- A. Undergraduate/Graduate Courses
- B. Other institutional courses
- C. In-district workshops
- D. District committee work

- E. Independent study
- F. Out-of-district workshops, conferences, and seminars

Part-time faculty wishing to attend District professional growth days or programs during the regular calendar year that have been designated as optional by the Administrative Council will complete the required approval forms available as part of the District clock hour program. The hours earned will then be processed through the regular options for clock hour compensation.

Part-time faculty that are requested by the staff member's supervisor to attend staff development days or programs during the regular calendar year, but outside of the individual's regular assigned day, will be compensated at their regular per diem rate for the additional time.

Options

Faculty members who gain clock hours may choose one (1) of the following options:

- A. approved clock hours gained outside of the school day may be applied toward advancement on the negotiated salary schedule.
 - 1. thirty (30) clock hours equal one (1) graduate credit;
 - 2. of the fifteen (15) credits necessary for movement from one (1) salary schedule level to the next, a maximum of five (5) credits may be earned through 150 clock hours.
- B. approved clock hours gained outside of the school day may be applied toward a payment of \$150.00 when thirty (30) clock hours have been accumulated.

121.02(b), Wis. Stats.
P.I. 8.01(2)(b), Wis. Adm. Code

Adopted: 6/18/01

SEXUAL AND OTHER FORMS OF HARASSMENT

The Board of Education recognizes that a professional staff member's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual or other forms of harassment. Speech and conduct, is sexually offensive are wholly inappropriate to the harmonious employment relationships necessary to the operation of the District and intolerable in a workplace to which the students of this District are exposed. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited harassment includes conduct, which has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, discriminatory or offensive working environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic. Other forms of harassment include verbal and non-verbal expressions related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

The harassment of a staff member or student of this District, or third party (visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any professional staff member or agent of the Board who is found to have harassed a professional staff member, student, or third party will be subject to discipline.

The District Administrator shall make appropriate efforts to ensure that all professional staff members and agents of this Board understand this policy and recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend. The policy shall be posted in appropriate places throughout the District.

111.36, Wis. Stats. 42 U.S.C. 2000d
29 U.S.C. 621 et seq. 29 U.S.C. 794
42 U.S.C. 12101 et seq. 20 U.S.C. 1681 et seq.
Civil Rights Act, 42 U.S.C. 1983

Adopted: 6/18/01

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning the staff member's physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and/or reported to the appropriate law enforcement authorities.

Chapter 947, Wis. Stats.

Adopted: 6/18/01

FAMILY / MEDICAL LEAVES OF ABSENCE

In accord with Federal law, the Board of Education shall provide up to twelve (12) workweeks of unpaid leave to all professional staff members working 1250 hours or more during any contract year for one of the following reasons:

- A. the birth or care of a child
- B. the adoption or foster care of a child
- C. the care of a spouse, son, daughter, or parent if such individual has a serious health condition
- D. a serious health condition, which disables the staff member from performing the functions of the staff member position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.)

If the Superintendent and the staff member agree, such leave may be taken intermittently or on a reduced-leave schedule in the event of the birth, adoption, or foster care of a child. A staff member has the right, however, to take intermittent or reduced-leave schedule (half days) when medically necessary to care for a spouse, child, or parent who has a serious health condition, or if the staff member has a serious health condition. In both cases, the taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken.

The Superintendent may require the staff member to transfer temporarily to an alternative position at the same compensation when the intermittent or reduced-schedule leave is foreseeable and the transfer better accommodates recurring periods of leave, if the leave periods exceed twenty percent (20%) of the total number of workdays encompassing the period of anticipated leave.

Whenever the leave is necessitated by the serious health condition of the staff member or the staff member's family member, and is foreseeable based on planned medical treatment, the staff member shall provide the Superintendent with thirty (30) day's notice. If there is insufficient time to provide such notice because of the need for treatment, the staff member shall provide such notice as early as practicable. The staff member shall make reasonable efforts to schedule treatments so as not to unduly disrupt the regular operation of the District.

The Board shall require that all accrued sick leave or personal leave, if requested, be used to substitute for the family leave described in this policy. In cases in which the District has employed both the husband and the wife, the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either the husband or the wife.

In the case of a health condition of a family member, the Superintendent is directed to obtain medical certification from the physician of the staff member or the staff member's family member, including:

- A. the date the serious health condition began;
- B. the probable duration;
- C. appropriate medical facts regarding the condition;
- D. a statement that the staff member is needed to care for the family member;
- E. an estimate of the amount of time needed for such care.

In the event of the staff member's own health condition, a statement from the staff member's physician will be required, which states that the staff member is unable to perform the functions of the staff member's position. Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to ensure minimal disruption to the students' program.

The Board reserves the right to obtain, at its expense, the opinion of a second health provider and, in the event of conflict, the opinion of a third health provider whose decision shall be binding and final.

At the end of any leave described in this policy, the Board shall restore staff members to their former position or to one that is equivalent in responsibility and compensation. During a family leave, the Board shall maintain the staff member's current coverage under the District's health insurance program.

The Board may not restore the position of any staff member whose salary is among the highest ten percent (10%) of those paid by the Board when it deems that such staff member's absence from the District will create a substantial disruption to District operations.

policy

**BOARD OF EDUCATION
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The Superintendent shall prepare any guidelines, which are appropriate for this policy and ensure that the policy is posted properly.

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

Family and Medical Leave Act of 1993
P.L. 103-3 Section 107 Stat. 6 (1993)

Adopted: 6/18/01

JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with administrative guidelines.

School District personnel and officials who incur expenses while performing authorized duties shall be reimbursed either partially or fully in accordance with the following guidelines:

A. Mileage Rate:

When approved by the administrative supervisor, the mileage accrued on personal vehicles when performed for official school business shall be reimbursed. The amount paid will be the allowable mileage rate as defined by IRS for business driving expenses. The new rate will be determined annually in January and will be effective January 1st.

B. In-District Meal Reimbursement:

It is recognized that some activities require that personnel be kept intact as a group during mealtime. Reimbursement for meals requires advance approval of the supervising administrator.

C. Out-of-District Travel:

All personnel must obtain written approval from their immediate supervisor and the Superintendent or the Director of Instruction, in that order, prior to any extensive planning for out-of-district travel. Approved travel reimbursement is subject to the following:

1. Mileage and/or Transportation

Transportation reimbursement shall be at least cost for the District. Reimbursement shall be based on the least expensive means; i.e. coach airline fare. In addition, mileage from the school to the airport and transportation expenses from the airport to the convention center are a normal part of transportation expenses.

2. For seminars, meetings, and conventions attended for professional advantage of the employee and the District.
 - a. Expenses at cost, but not to exceed a per diem maximum of \$200.00/day. Due to unusual circumstances, the Superintendent may waive these limits. Motel/hotel expenses, meals, and convention-connected transportation are per diem controlled items. When per diem rate applies for meals only, they shall be: breakfast - \$8.00; lunch - \$12.00; dinner - \$22.00, or a \$42.00 per day maximum.
 - b. The registration fee for a convention is a reimbursable expense and not part of the per diem limitation. Complete costs of luncheons and/or banquets associated with the convention registration shall be paid in full.
3. For seminars or other meetings where attendance is directed by statute, directive from the DPI or the Board, or specifically requested and/or approved by the Superintendent and/or Board action, expense reimbursement shall be in full.
4. Parking costs and phone calls associated with official school business shall be paid in full with appropriate receipts.

D. Reimbursement requirements:

1. The Board will not reimburse employees or officials for liquor or entertainment expenses.
2. All expense reimbursement claims shall be accompanied with receipt justification for expenses. Lack of such receipts is cause for nonpayment, unless authorized by the Superintendent. The accuracy of reimbursement information is the responsibility of the employee and the immediate supervisor.

E. Honorariums:

Honorariums paid to employees during contracted time shall be submitted to the District.

F. Other Compensation:

1. The District will not grant expense reimbursement to an employee if the same costs are also reimbursed by a source outside of the District.
2. Any employee called for jury duty or subpoenaed to serve as a witness in an action arising as a result of employment with the Board shall be paid regular wages. However, the employee shall turn over to the District, any money excluding mileage allowance received as a result of such jury duty or witness service. Employees must return to work as soon as possible, if dismissed from jury duty before the end of the employee's workday.

G. Traveling With Others

Travel expenses are reimbursable for designated employees only. With respect to lodging, the amount reimbursable shall be equal to the rate for a single room. This amount shall be entered by the hotel clerk if different from the invoice.

Adopted: 6/18/01

UNAUTHORIZED WORK STOPPAGE

The Board of Education is obligated and committed to provide certain basic services to students participating in District programs. Therefore, if the schools are open and the students are in attendance, those basic services will be provided.

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligations to operate the schools when possible.

Professional staff members who fail to perform their usual and customary duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

111.70(4)(1), Wis. Stats.

Adopted: 6/18/01

ELECTRONIC COMMUNICATIONS SECURITY AND USAGE

Purpose

The purpose of this policy is to ensure the appropriate protection of Port Washington-Saukville School District electronic communications systems, including local area computer networking systems, connections to the Internet, electronic mail (e-mail), voice mail, fax, or other similar electronic communications. Authorized users are reminded that the use of District resources, including electronic communications, should never create either the appearance or the reality of inappropriate use.

Scope

This policy applies to all employees, School Board members, contractors, consultants, temporaries, and other workers at the District, including those workers affiliated with third parties who access District electronic communications systems. This policy also applies to all electronic communications systems owned by and/or administered by the District.

District Property

The following is considered property of the District and not the property of users: electronic communications systems and all content generated with, handled by, or stored within electronic communications systems and equipment. As District records, electronic communications records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other legal process.

Default Privileges

Privileges for use of District electronic communications systems are granted in accordance with those capabilities necessary to perform a job. Persons needing greater electronic resources shall submit requests to an administrator or supervisor and to the District Technology Services department.

User Password Accountability

Regardless of the circumstances, individual passwords will never be shared or revealed to anyone else besides the authorized user and authorized Technology Services staff. The authorized user bears full responsibility for all actions performed under that user's identification and password. To prevent unauthorized parties from obtaining access to District electronic communications, users shall choose passwords, which are difficult to guess, and consist of alphanumeric codes.

Confidentiality of District Information

Confidential District information, including but not limited to employment records, pupil records, user passwords and identification, credit card data, and telephone access codes, shall not be stored in or on any publicly accessible medium. District staff access to digitally stored confidential information shall be granted only on a "need to know" basis.

Regardless of the ability of the public to obtain such information through legal processes, users of District electronic communications systems shall not store or place any District information or files in a publicly accessible location without express authorization from District administration or the School Board.

Authorized Usage

District electronic communications systems must be used primarily for school-related or District authorized activities. Personal use is permitted only to the extent that it: (a) does not consume more than minimal resources (e.g. bandwidth or system storage space); (b) does not interfere with employee productivity; and (c) does not preempt any District-related activities. The use of District systems for private business activities, solicitation, or amusement/entertainment purposes of any type is strictly prohibited.

District systems and facilities shall never be used to transmit any content that is illegal, unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, indecent, profane, libelous, invasive of another's privacy, hateful, or racially, ethnically, or otherwise objectionable. Authorized users shall not intercept or disclose the contents of electronic communications outside of authorized inspections. Reviewing or retrieving electronically stored information in which the user has no proper business is absolutely prohibited. With the exception of emergencies and regular system maintenance notices, authorized users are not to use electronic communications facilities to send messages to "all" or "everyone" (e.g. e-mail, voice mail, and fax) unless the permission of the appropriate administrator/manager has been obtained.

Public Representations

Directly and indirectly, users of District electronic communications systems identify themselves as affiliates or employees of the District. To maintain the positive public image and perception of the District, users of electronic communications systems shall include appropriate disclaimers with all communications transmitted beyond the District's telephone or local area computer network. The disclaimer shall state that the views and opinions expressed are those of the user alone, and not necessarily those of the District.

Any public representation on behalf of the District must receive approval from the appropriate District administrator or supervisor, or from the School Board in the most serious matters. In all public representations, users shall adhere to and abide by the contents of this policy and all other appropriate District policies.

Copyright, Content, and Software

The provisions of federal copyright law are complex, while the potential for liability for violations is substantial. For this reason, only authorized members of the District's Technology Services staff may copy, download, digitize, scan, record, or install content such as software programs, text, graphics, photographs, and audio on District systems. Under no circumstances shall District authorized users operate or install personal software or content on District computers.

Technology Services shall install and/or permit use of software only when such installation or use conforms to the District's software license agreements. Technology Services staff shall be familiar with the District's software licenses and maintain an inventory of all software installed on District computers. Technology Services staff shall also be responsible for securing proper authorization for all downloading, copying, digitizing, scanning, or recording performed for the District, and for maintaining appropriate records.

Respecting User's Rights

The District shall not monitor or review electronic messages, voice mail, computer files, or Internet usage logs as a routine matter. The District reserves the right to access the contents of incoming and outgoing e-mail messages, voice mail messages, files stored on District systems and computers, and individual user Internet usage logs when it has a legitimate need to do so. Reasons to inspect electronic system content and usage may include (but not limited to) system problem resolution, indications of improper or abusive usage of District resources, a compelling need to obtain information readily available through other means, or in compliance with legal process. Inspections shall occur only with prior approval of the Superintendent of Schools or a person specifically authorized by the Board of Education.

From time to time, consistent with its maintenance program, the Technology Services Department may review the usage of District electronic communications systems to assess their availability, reliability, capacity, and overall performance. This information shall be gathered, stored, and used in aggregate form, excluding all personally identifiable information.

Electronic Records Retention

The District Records Policy is fully applicable to electronic records such as e-mail, voice mail, and content created by District staff using electronic communications systems. Personal content should be periodically purged by user from electronic systems. As a general rule, all personal electronic content remaining in District systems will be deleted at the end of each school year. The District Records Policy governs the storage and disposal of District-related materials found on electronic communications systems.

Violations

Abuse of District electronic communication systems and facilities, through excessive personal use or violation of the law or District policies, will result in disciplinary action, up to and including termination of employment. Additionally, by their use of District electronic communications systems, District employees, and all other users accept personal responsibility for all actions performed under their identification codes and passwords, including any applicable fines or penalties for violations of the law.

Adopted: 6/18/01

Rev: 5/14/07