

**AGENDA**  
**SCHOOL DISTRICT OF MANAWA**  
**POLICY & HUMAN RESOURCES COMMITTEE MEETING**

**Date: January 14, 2019**

**Time: 5:00 p.m.**

**MES Board Room**  
**800 Beech St., Manawa**

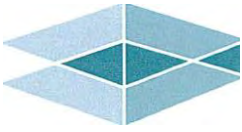
**Board Committee Members: Pethke (C), Forbes, J. Johnson**

**In Attendance:**

**Timer:** \_\_\_\_\_ **Recorder:** \_\_\_\_\_

1. Policy and/or Administrative Guidelines on Staff Advocate (Information / Action)
  - a. NEOLA Response
  - b. Legal Counsel
  - c. Current Status
2. Recommendation to Replicate D.#2 - Employee Discipline (p. 21) from Professional Educator Handbook to Support Staff Handbook (Information / Action)
3. Consider Revised Bid Process Policy 6320 (Information / Action)
4. Consider Administrative Guideline on Crowdfunding ag6605 (Information / Action)
5. Consider Endorsement of 7000 Series of Administrative Guidelines (Information / Action)
6. Consider Endorsement of the Custodial Handbook (Information / Action)
7. Policy & Human Resources Committee Planning Guide (Information / Action)
8. Set Next Meeting Date:
9. Next Meeting Items:
  - a. 8000 Series Administrative Guidelines
  - b.
7. Adjourn

Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Signature



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SERVICE CENTER IN MILWAUKEE

## MEMORANDUM

**TO:** Melanie Oppor  
**FROM:** Tony Renning  
**DATE:** January 8, 2019  
**SUBJECT:** Employee Representation Issues

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### BACKGROUND

The District's Professional Educator Handbook currently provides: “. . . staff has the privilege to request representation of choice when job performance with the supervisor is to be discussed. . . .” (Page 21 – Employee Discipline). As this language is currently drafted, any time a professional staff member is asked to meet with an administrator to address an issue involving job performance (arguably almost anything related to the professional staff member's job), the professional staff member may request representation of choice (arguably a union representative, attorney, co-worker, spouse, etc.) to accompany him or her in the meeting – If the professional staff member affirmatively asserts this right.

The District's Support Staff Handbook does not contain a similar provision.

Ms. Pohl is proposing to create Board Policy/Guidance that clarifies and expands the rights currently afforded professional staff members, as follows:

1. Include support staff members, giving them the right to request representation of choice should they be asked to meet with an administrator to address an issue involving job performance.
2. Require written notice be provided to professional staff members and support staff members prior to any meeting with an administrator advising of their ability to request representation of choice.

The rationale for proposing to create Board Policy/Guidance that clarifies and expands the rights currently afforded professional staff members is to protect both administrators and professional staff members/support staff members who participate in meetings with each other – To maintain professionalism and to

eliminate any disputes as to what was discussed during the course of the meeting.

It is my understanding that there is no issue with the proposal to expand to support staff members the ability to request representation should a support staff member be asked to meet with an administrator. Moreover, it is my understanding that there is no issue with the proposal to require that administrators provide notice to professional staff members and support staff members prior to the meeting advising of their ability to request representation.

The outstanding issues that need clarification as the Board moves forward to create a Policy/Guideline are, as follows:

1. Does the ability to request representation apply to any private meeting (investigatory or disciplinary interview) between an administrator and professional staff member/support staff member or only to those where discipline might result?
2. Does the ability to request representation mean representation of choice (a union representative, attorney, co-worker, spouse, etc.) or only a union representative or co-worker)?
3. Must an administrator provide written notice to professional staff members and support staff members prior to a meeting with the administrator?

### **LEGAL PERSPECTIVE**

Generally, employees are guaranteed the right to self-organize, to form, join or assist labor organizations, to bargain collectively through representatives of their own choosing and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection. Moreover, it is an unfair labor practice/prohibited practice for an employer to interfere with, restrain or coerce employees in the exercise of the aforementioned rights.

The courts have repeatedly concluded that an employer violates the rights outlined above by denying the request of an employee who is a member of a union to have his or her union representative be present at any investigatory or disciplinary interview which the employee reasonably believes might result in disciplinary action. In short, if an employee is represented by a union and the employee requests union representation at a meeting that he or she reasonably believes might result in discipline, the meeting cannot take place until appropriate representation is present. Three (3) things: (1) the investigatory or disciplinary interview must be of the kind that might result in discipline to the employee (not merely a meeting between a supervisor and subordinate concerning performance evaluation, assignment, schedule, etc.); (2) the employee must affirmatively request the representation (the employer is under no obligation to provide notice of the right to representation or to inquire if the employee wants representation); and (3) the meeting cannot take place until appropriate representation is present (not necessarily the specific union representative the employee wants and the employee may not unduly delay an investigation/discipline by demanding the representative of his or her choice).

The courts have expanded the above-principles to allow an employee to request that a co-worker

be present at an investigatory or disciplinary interview where discipline might result, even where the employee is not represented by a union.

However, the courts have held that an employee has no statutorily provided right to be represented at investigatory or disciplinary interviews by their private attorney, regardless of whether they are represented by a union or not.

### ANALYSIS

The language contained in the Professional Educator Handbook arguably provides rights to professional staff members that are greater than the statutorily provided rights of employees generally: (1) professional staff members have the right to request representation for any meeting with an administrator because all meetings will impact some aspect of job performance (as opposed to only those meetings where the employee reasonably believes that discipline might result) and (2) professional staff members have the right to request representation of choice (a union representative, attorney, co-worker, spouse, etc.) (as opposed to only a union representative or co-worker).

In my view, the ability to request representation should extend to support staff members where a support staff member may be asked to meet with an administrator. That being said, the Board should clarify how they wish to proceed as to three (3) outstanding issues (i.e., strict adherence to the statutorily provided rights or expansion thereof), as follows:

1. Should professional staff members and support staff members have the ability to request representation for any private meeting with an administrator? Doing so may prove burdensome and, in a number of cases, it is probably not necessary (e.g., performance evaluation, assignment, schedule, etc.). In my view, professional staff members and support staff members should have the ability to request representation only for investigatory or disciplinary meetings where discipline might result (as opposed to any private meeting).
2. Should professional staff members and support staff members have the ability to request representation of choice (a union representative, attorney, co-worker, spouse, etc.)? In my view, professional staff members and support staff members should only be able to utilize a union representative or co-worker. Generally, those are the individuals most familiar with the unique facts and circumstances as well as consequences within in the school setting. Moreover, there are a number of situations where time is of the essence in conducting an investigatory or disciplinary meeting – It is simply not feasible to wait on an attorney. Additionally, adding a spouse to the mix in certain circumstances may make things even more contentious. That being said, there are circumstances where it may be appropriate to include an attorney (where the underlying conduct may result in criminal charges) or a spouse (a conversation about a disability giving rise to certain conduct).
3. Must an administrator provide written notice to professional staff members and support staff members prior to a meeting? Again, doing so may prove burdensome and, in a

number of cases, it is probably not necessary (e.g., performance evaluation, assignment, schedule, etc.). In my view, as long as the administrator provides notice (oral or written, as appropriate) to professional staff members and support staff members prior to any investigatory or disciplinary interview that might result in discipline, that should suffice. Moreover, if an investigatory or disciplinary interview begins to suggest that the employee is potentially subject to disciplinary action, the administrator should provide notice to the employee of his or her ability to request a representative.

Should you need any additional information or perspective, please do not hesitate to ask.



Book	Policy Manual
Section	6000 Finances
Title	Copy of PURCHASING
Code	po6320
Status	Proposed to Policy & Human Resources Committee
Adopted	July 18, 2016
Last Revised	August 22, 2016

### 6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts as established by Policy 1130, Policy 3230, and Policy 4230 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board of Education that the District Administrator seek at least two (2) price quotations on purchases of more than \$10,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District.

When the purchase of, and contract for, single items of supplies, materials, or equipment is reasonably anticipated to reach the amount of \$10,000 or more, the Business Manager shall obtain competitive bids. Purchase of and contract for projects will be subject to a competitive bid process as and when required by law.

Bids shall be sealed or may be submitted electronically and shall be opened by the Business Manager in the presence of at least one (1) – Board Member-. A bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract;
- B. nature and quality of equipment to be used in performing the contract;
- C. experience and past performance in performing the contract;
- D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract.

Such statements shall be delivered to the District no later than five (5) days prior to the bid opening and shall be kept confidential by the District, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the District in qualifying the person/bidder or the District. The statements shall be reviewed and the bidder notified if is qualified to submit a bid.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the Business Manager without Board approval for any single item or group of identical items costing less than \$10,000. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

#### Purchasing Items with Federal Grant Funds

When purchasing items with Federal funds a District shall:

- A. give consideration to whether separating or combining purchases will provide for a more cost-effective approach to avoid acquisition of unnecessary or duplicative items;
- B. where appropriate, conduct an analysis of lease versus purchase options and the most economical and beneficial method shall be pursued;
- C. conduct an evaluation of the availability and feasibility of entering into inter-governmental agreements to procure the goods or services required on a shared basis;
- D. in the case of a time and material contract, make a determination that no other arrangement is suitable and that the contract places a ceiling price that protects the District.

#### General Provisions

The District Administrator is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process or if the purchase varies materially from the function or scope as budgeted.

The District Administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Business Manager periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped shall be made a part of the bid specifications.

Before the employee places a purchase order, s/he shall have the Business Manager check whether: (a) the proposed purchase is subject to bid, (b) whether sufficient funds exist in the budget and (c) the goods or services might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. where the requisitioner has recommended a supplier, the Business Manager may make suggestion alternatives to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by using a different supplier;
- E. upon the placement of a purchase order, the Business Manager shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The District Administrator shall determine the maximum expenditure allowed without a properly signed purchase order.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

#### Debarred Contractors Excluded

The District shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or subcontract with a value in excess of \$25,000, the District shall include a provision in the contract or as a condition of any subcontract award that the contracting party attest that it is not at the time of contracting a suspended or debarred party under the Federal Acquisition Regulations and that, if at any time during performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor shall immediately notify the District of that fact, which shall serve as sufficient grounds to terminate the contract as the District determines is appropriate.

Legal

- 120.12(24), Wis. Stats.
- 66.0133, Wis. Stats.
- 2 C.F.R. 200.213
- 2 C.F.R. 200.318
- 2 C.F.R. 200.319
- 2 C.F.R. 200.320
- 2 C.F.R. 200.321
- 2 C.F.R. 200.322
- 2 C.F.R. 200.323
- 2 C.F.R. 200.324
- 2 C.F.R. 200.325
- 2 C.F.R. 200.326
- 48 C.F.R. Section 9.4

Last Modified by Melanie Oppor on January 8, 2019





Book	Administrative Guideline Manual
Section	Vol. 26, No. 2
Title	Vol. 26, No. 2 New CROWDFUNDING
Code	ag6605
Status	Proposed to Policy & Human Resources Committee

## 6605 - CROWDFUNDING

The following procedures must be complied with for all crowdfunding campaigns that are conducted or overseen by Board of Education employees for activities that relate to or are undertaken as a part of their job assignments. These procedures do not apply to crowdfunding campaigns that a staff member may pursue for non-District related activities, in which case the employee's affiliation with the District may not be referenced and District resources may not be used. Staff members are prohibited from using the District's or School's name or any identifying features unless the staff member fully complies with the procedures outlined below.

### ~~[ ]~~ ~~OPTION #1~~

~~The District Administrator shall develop a list of approved crowdfunding websites/services, and staff members are only permitted to conduct crowdfunding campaigns using one of the approved sites/services.~~

### ~~END OF OPTION #1~~

### [X] OPTION #2

The District Administrator shall pre-approve any crowdfunding website or service that a staff member intends to use for a District-affiliated crowdfunding campaign. Such websites must contain terms and conditions that are acceptable to the Board and consistent with Board policy and applicable laws and regulations. In determining whether to approve a specific crowdfunding service, the District Administrator shall take into consideration whether the website specializes in or has special expertise or experience in managing crowdfunding campaigns involving educational institutions. The District Administrator should also consider the amount of fees charged by the service to host/run the crowdfunding campaign, including any penalties associated with the failure of the campaign to reach its established target. For services that have 501(c)(3) designation, the underlying organization must affirm that it files all appropriate reports, including required registrations, with applicable governmental entities in states where donors reside. ( ) Staff members may only use websites/services that send the donated funds and/or purchased items directly to the District/School, and not the staff member.

### END OF OPTION #2

## Applications & Pre-Approval of Content

Prior to beginning a campaign and making the initial posting of the project on an approved crowdfunding site, the staff member must submit and obtain approval of an application to the Board of Education ~~Principal~~ that includes the following information:

- A. A budget for the project that the campaign will be raising the funds or supplies and equipment for, and a description of how the project will be administered. (X) Crowdfunding may not be used to support District employee salaries, benefits, stipends, or bonuses. ~~(-) If salaries are included, applicable fringe benefits and employer payroll taxes must also be listed.~~
- B. A copy of any narratives that will be submitted as testimonials or in order to solicit the funds on the website along with any photos that the staff member wants to use on the crowdfunding site. Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, or its staff and students. When describing the purpose of the crowdfunding project, staff members are prohibited from identifying specific students and/or their areas of disability or need. Additionally, postings should in no way state or imply that the funds and/or equipment/supplies received through the crowdfunding campaign are necessary in order for students to be appropriately served and educated. Any photos and any information contained in the narratives must protect student privacy and comply with State and Federal student records laws.



obtain written authorization from the students' parents/guardians.  Such authorization must be included with the application.

~~[ ] Postings may not include identifiable student images; staff should limit pictures to empty classrooms, the staff member, and/or photos of students when the students are not identifiable (e.g., the back of their heads or hands).~~

- C. A copy of the biographical information or personal profile that will be utilized by the staff member on the crowdfunding site.
- D. Confirmation that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the Business Office to be deposited in a specially designaed account for the principal of the school~~Principal of the school~~ that will be benefit from~~by~~ the funds/items.
- E. A description of any rewards, perks, or thank you gifts that will be provided to donors, including the cost and source of the reward, perk or thank you gift.  Students may not participate in the creation/production of rewards, perks or thank you gifts  during the school day.
- F. If feasible, the staff member shall include in the posting a link to this Board policy/guideline.

The Board of Education~~Principal~~ will review the application along with the text that will be utilized in any crowdfunding materials to verify the proposed project and posting (1) will not create any legal liabilities, (2) complies with Board policy and guidelines, and (3) does not violate State and Federal laws and regulations. The Board~~Building Principal~~ should pay particular attention to verify the posting does not infringe on student privacy rights and intellectual property laws.

If the Board~~Building Principal~~ identifies an issue that may have legal implications, they are~~he/she is required~~ to notify the District Administrator so that the District's legal counsel may be consulted prior to ~~the Building Principal~~ rendering a decision on the proposal or posting.

No more than \_\_\_\_\_ crowdfunding projects may be active at any one time on behalf of  the District  a specific building.

The  District Administrator  Board shall have final decision-making authority on granting permission for a crowdfunding proposal or posting.

Once the project and its materials are approved, the posting may be submitted to the crowdfunding site and the campaign commenced.

Staff members may use District Technology Resources to carryout approved crowdfunding activities.

~~[ ] Staff members may only work on crowdfunding activities during the work day with written permission from their Building Principal.~~

Unless required by the Fair Labor Standards Act, staff members are not entitled to additional compensation for their work on crowdfunding campaigns.

Campaigns will be limited in duration, as set forth in the application.

When the project is approved, the staff member/sponsor will provide the District Administrator with any information needed for the District to receive donated funds directly from the crowdfunding site.  The staff member is responsible for verifying that the crowdfunding site is a charitable organization (i.e., a 501(c)(3) entity) so that contributions to it are tax-deductible to the donors. If the entity selected is not a 501(c)(3) organization, the staff member must include in the posting a clear statement that donations to the fundraising project are not guaranteed to be tax-deductible and that donors should take individual action, including consulting with a tax professional, to determine their tax obligations and/or consequences of their donation. Under no circumstances will the District issue documentation to donors to the crowdfunding site concerning the tax implications of any donations to the site.

The staff member must keep the Principal informed of the status of the campaign as it progresses and at its conclusion.

The staff member is responsible for then making sure any awards, and/or appropriate recognition are sent to the appropriate donors.

Once the funds or supplies/equipment purchased by the crowdfunding site with the proceeds of the campaign are received, they will be made available to the staff member for the express purpose of fulfilling the stated purpose of the project. The staff member, in conjunction with the Principal, is responsible for making sure any funds received are used for the express purpose for which they were raised; the employee must submit to the Principal documentation of any expenditures of the funds, including any purchases made with those funds. Such documentation must be submitted within                      ~~[e.g., one (1) week]~~ of the expenditure. All funds raised and materials donated are considered the property of the District and shall remain in the District in

[ ] The staff member must submit a final report on the project to the Principal and District Administrator. Failure to publish a final report will jeopardize the employee's ability to engage in crowdfunding in the future. ( ) A copy of the report may be sent to the donors via email and the results of the campaign on the crowdfunding site may be posted if approved by the Principal.

A staff member who violates the crowdfunding policy/guideline is subject to disciplinary action.

[ ] The preceding guidelines also apply to parents, District-affiliated organizations (e.g., PTA/PTO, Athletic/Band Booster Groups) and/or students who wish to raise funds for a specific classroom, school, or school activity through a crowdfunding campaign.

~~**[NOTE: Districts should consult with their legal counsel to determine whether they are obligated to register and/or file annual reports with state or federal authorities based on staff members conducting crowdfunding campaigns on the District's behalf.]**~~

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Last Modified by Melanie Oppor on January 7, 2019



Book AG 1st Draft Clean  
Section 7000 Property  
Title PUBLIC GIFTS TO THE DISTRICT  
Code ag7230  
Status Proposed to Policy & Human Resources Committee

**7230 - PUBLIC GIFTS TO THE DISTRICT**

Gifts or donations presented to the District are recognized and accepted ~~must be accompanied by a letter from the donor for official action and recognition~~ by the Board of Education.

To be acceptable, a gift or donation must have a purpose consistent with those of the District, be offered by a donor acceptable to the Board, and become District property.

In addition, a gift or donation must not:

- begin a program which the Board would be unwilling to take over when gift and grant funds are exhausted, unless approved by the Board;
- bring undesirable or hidden costs to the District;
- place restrictions on the District, unless otherwise specified in the bequest and approved by the Board;
- be inappropriate or harmful to the educational program of the District or to students;
- ~~imply endorsement of any business or product;~~
- be in conflict with any provision of the General School Laws or public laws.

A letter of appreciation, signed by

- ~~the President of the Board~~
- the District Administrator

shall be sent to the donor, including the estimated value of the gift.

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Last Modified by Melanie Oppor on January 8, 2019





Book AG 1st Draft Clean  
Section 7000 Property  
Title DISPOSAL OF DISTRICT PROPERTY  
Code ag7310  
Status Proposed to Policy & Human Resources Committee

7310 - **DISPOSAL OF DISTRICT PROPERTY**

The Board of Education shall have the authority to approve the disposal of property (materials, equipment, furnishings, et al) ~~having a market value of \$ \_\_\_\_\_ or less.~~

~~All proceedings involving the disposal of property with a market value of more than \$ \_\_\_\_\_ shall be approved by the Board.~~

The person in charge of each facility or program shall be responsible for the identification of property which is no longer needed for the proper operation of the District. ~~Each is to develop a plan for the proper disposal of such obsolete property.~~

The ~~list of items~~ ~~plan~~ shall be submitted to the District Administrator who shall forward it to the Board for approval. ~~approve or disapprove the plan.~~ S/He has the responsibility to ensure the plan meets all requirements of State law, administrative guidelines of the Department of Public Instruction, administrative guidelines of all agencies which may have an interest in the property, and the intent of the Board in disposing of District property.

~~A record is to be maintained of all property disposed of under the provisions of this administrative guideline, including the fair market value of the property. A summary of such transactions shall be made available to the Board on a quarterly basis.~~

Legal

Last Modified by Melanie Oppor on January 8, 2019



Book AG 1st Draft Clean  
Section 7000 Property  
Title SALE OF CONSTRUCTED FACILITIES  
Code ag7311  
Status Proposed to Policy & Human Resources Committee

~~7311~~ **SALE OF CONSTRUCTED FACILITIES**

- ~~[ ] When houses or other facilities, constructed by students in District programs, are ready for sale, the Board shall adopt a resolution to sell the facility.~~
- ~~[ ] The housing shall be appraised by a licensed appraiser.~~
- ~~[ ] The housing shall be either advertised in the \_\_\_\_\_ or listed with a local realtor who is a member of the \_\_\_\_\_ Real Estate Board.~~
- ~~[ ] Offers to purchase are to meet the following conditions:
  - ~~(-) Offers to Purchase are to be submitted to the \_\_\_\_\_, accompanied by a certified check in the amount of \$\_\_\_\_\_, which check will be returned to unsuccessful purchaser.~~
  - ~~(-) Offers to Purchase documents must indicate the method of financing.~~
  - ~~(-) The District reserves the right to reject any or all Offers to Purchase.~~~~
- ~~[ ] The \_\_\_\_\_ shall review each offer for the Board to ensure it complies with the guidelines established by the Board in its sale resolution.~~
- ~~[ ] All legal documents relating to the sale of the housing shall be reviewed by an attorney of the District.~~
- ~~[ ] Recommendations are to be submitted to the Board, and upon approval of the sale, the \_\_\_\_\_ shall complete the transaction.~~

Legal

Last Modified by Melanie Oppor on January 8, 2019



Book AG 1st Draft Clean  
Section 7000 Property  
Title SAFETY IN SCHOOLS  
Code ag7430  
Status Proposed to Policy & Human Resources Committee

#### 7430 - SAFETY IN SCHOOLS

The desired outcomes of the District's safety program are:

- regularly-scheduled inspections of building and grounds to identify/correct potential hazardous conditions;
- quality tools, implements, machines, and vehicles that meet safety standards in normal usage;
- equipment that is in compliance with State safety standards in all respects;
- regularly-scheduled equipment servicing and maintenance to ensure safe and efficient operation;
- provision of approved protective devices to minimize personal injuries.

#### Responsibility

The District Administrator shall be responsible for compliance with the Federal/State regulations and for maintaining communication with the Division of Occupational Safety and Health. Each principal is to assist by developing and administering such measures and practices as are necessary to adequately monitor safety conditions in the school and to prevent accidents. ~~Each school's plan is to be submitted initially and as revised to the \_\_\_\_\_ for review and approval by \_\_\_\_\_ (date).~~

The District safety plan should be in accordance with recommendations provided by the State and should include the following:

#### A. Hazard Inspection

A hazard inspection of all areas in which employees work or participate. ~~(See Form 7410 F4).~~ If a hazard is identified, the District Administrator shall select the appropriate Personal Protection Equipment (PPE) for the employee, communicate the selection to the employee, and ensure the employee wears the PPE after receiving the proper instruction. ~~(See Form 7430 F4).~~

#### B. Fire and Tornado

(see AG 8420 - Emergency Procedures and AG 8420A - Severe Weather and Tornado Warnings)

- Fire exits are inspected daily to ensure each is ready for prompt and orderly egress.
- Fire extinguishers are inspected annually and tagged when inspected. The Business Office shall be notified when fire extinguishers have been discharged and need to be recharged or replaced.
- The systems for giving fire and tornado alarms are to be checked at least annually to ensure that each is functioning properly.

#### C. Protective Devices and/or Clothing

- Personal Protective Equipment (PPE's) shall be used by all students, teachers, and visitors when participating or observing courses involving the use of hazardous substances.
- For purposes of these guidelines hazardous substances are those likely to cause physical injury to the eye, face, head, foot, or hand. This includes materials which are flammable, toxic, or corrosive to living tissue, irritating, strongly sensitizing, radioactive, or those which generate pressure through heat, decomposition, or other means.

(  ) Activities requiring protective devices and/or clothing include:

(  ) working with hot molten metals;

(  ) milling, sawing, turning, shaping, cutting, grinding, or stamping any solid material;

(  ) heat treating, tempering, or kiln firing of any metal or material;

(  ) gas or electric arc welding;

(  ) working with hot liquids, solids, or chemicals which are flammable, toxic, corrosive to living tissue, irritating, sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means.†

~~( ) other activities identified in the hazard assessment (see Form 7410-F4).~~

#### D. Respirator Safety

The District Administrator \_\_\_\_\_ shall be responsible for selecting any respirators (including dust masks) that may be used by maintenance personnel or as part of an instructional program. S/He will also develop and implement a written program on their proper use and maintenance.

Prior to any use, each staff member and student who may be using a respirator (other than a disabled person who uses one for health reasons) must receive training on the proper use and limitations of a respirator and on the proper methods for fit-testing, cleaning, and maintenance of the respirator. ~~Upon completion of the training, the person is to complete Form 7430-F2.~~

No staff member or student is to use any respirator unless a physician's authorization is received that has completed Form 7430-F1 ~~which~~ confirms that the person has no physical condition that would be affected by the use of a respirator. This physician's recommendation form must be completed annually, reviewed by the supervisor of the staff member or student using the respirator, and filed in the staff member's or student's personal file. ~~along with Form 7430-F2 and Form 7430-F3, if a student.~~

The District Administrator \_\_\_\_\_ shall be responsible for periodic inspections of the area(s) while respirators are being used in the area(s) to ensure that only certified respirators are being used and are being used and maintained properly.

#### E. Safety Education

(  ) Tools and equipment shall be used for instructional purposes only, and the teacher shall be fully responsible for ensuring that each is used safely and is kept in proper working order, including any safety features.

(  ) Applicable courses of study shall include instruction in accident and fire prevention and in safety education.

(  ) All personnel who are required to use Personal Protective Equipment (PPE) will be properly trained so they can confirm they understand how to wear, use, maintain, and dispose of the PPE. ~~Each employee must complete Form 7430-F4 prior to completion of the training.~~ Such training shall be provided upon employment or at the beginning of the school year prior to the employee being exposed to the hazard.

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Book                   AG 1st Draft Clean  
Section               7000 Property  
Title                  FACILITY SECURITY  
Code                  ag7440  
Status                Proposed to Policy & Human Resources Committee

7440 - **FACILITY SECURITY**

( x ) Distribution of Keys and Fobs

Master facility keys and fobs for staff members will be distributed by the District Office. Only those staff members who are responsible for the operation of a particular space shall receive a key or fob. Each of those staff members are responsible for limiting further distribution only to those persons who have established a definite need for keys or fobs in order to fulfill their assignments.

In general, staff members shall be provided only the key to the space(s) they use and to other areas in which they have a legitimate responsibility. The District Office \_\_\_\_\_ will maintain a file of master keys and fobs. Any unauthorized person found to have a master key/fob or a duplicate in his/her possession shall be held in violation of this guideline.

- Distribution Keys or Fobs for Non-Staff Members

- Master keys or fobs will be distributed to non-staff members by the District Office. The approval of the District Administrator is required for any non-staff member to receive a master key or fob.

- Master keys or fobs for non-staff members will be provided only for the duration of their event or activity. All keys or fobs must be returned to the District Office upon completion of the event or activity.

- Non-staff members shall not enter or use a district building without prior approval of the administration.

- Non-staff members shall not share their key or fob with any person not authorized by the District Administrator.

- Violation of this guideline may result in suspension of key or fob rights.

~~( - ) Distribution of Keys~~

~~Master facility keys will be distributed by the \_\_\_\_\_ for the \_\_\_\_\_, the \_\_\_\_\_ of each \_\_\_\_\_, and the \_\_\_\_\_. Only those staff members who are responsible for the operation of a particular space shall receive a key. Each of those staff members are responsible for limiting further distribution only to those persons who have established a definite need for keys in order to fulfill their assignments.~~

~~In general, staff members shall be provided only the key to the space(s) they use and to other areas in which they have a legitimate responsibility. The \_\_\_\_\_ will maintain a file of master keys. Any unauthorized person found to have a master key or a duplicate in his/her possession shall be held in violation of this guideline.~~

~~( - ) Security~~

~~In order to be properly protected against theft:~~

- ~~( - ) staff members are expected to obtain room, desk, and closet keys from the school office at the beginning of the school term;~~
- ~~( - ) no money or valuables are to be left in the room;~~
- ~~( - ) at no time shall students be given keys for their use;~~
- ~~( - ) staff members must keep possession of their keys;~~
- ~~( - ) staff members should secure valuables at all times;~~
- ~~( - ) classroom doors should be kept locked when the classroom is empty;~~
- ~~( - ) prior to leaving school each day, staff members must close windows and lock doors to their rooms;~~

~~(-) staff members are responsible for the equipment and supplies in their classrooms or offices. Should any items "disappear," the \_\_\_\_\_ must be notified immediately;~~

~~(-) staff members are required to wear/display their Board issued ID badges at all times while on school property.~~

~~(-) Central Alarm System~~

~~Each staff member shall be provided the appropriate entry and exit procedures when s/he receives authorization to enter District facilities when the facilities are closed. A list of authorized persons is to be maintained by the \_\_\_\_\_.~~

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Book	AG 1st Draft Clean
Section	7000 Property
Title	ISSUES TO CONSIDER WHEN DECIDING WHETHER TO IMPLEMENT METAL DETECTORS
Code	ag7440A
Status	Proposed to Policy & Human Resources Committee

~~7440A—ISSUES TO CONSIDER WHEN DECIDING WHETHER TO IMPLEMENT METAL DETECTORS~~

- ~~A. What are the reasons the District is considering installing and using metal detectors?~~
- ~~1. What is the purpose behind the implementation of metal detectors?~~
  - ~~2. What is the District trying to achieve by implementing metal detectors?~~
  - ~~3. What is the problem the District is trying to alleviate or solve by implementing metal detectors?~~
  - ~~4. Does the District have a problem with students and/or members of the public bringing guns and/or dangerous metal weapons into school buildings or onto school property?~~
- ~~B. What types of metal detector search programs have been implemented in other districts in the State?~~
- ~~C. What will be the scope of the metal detector program?~~
- ~~1. In which buildings will the metal detectors be installed?~~
    - ~~a. Elementary?~~
    - ~~b. Middle school?~~
    - ~~c. High school?~~
    - ~~d. How will the schools be chosen in which the metal detectors will be installed?~~
  - ~~2. Who will be subject to search?~~
    - ~~a. Students?~~
    - ~~b. Staff members?~~
    - ~~c. Visitors?~~
  - ~~3. What will be the duration of the program?~~
  - ~~4. Where in each building will the metal detectors be installed?~~
  - ~~5. How many metal detectors will be installed in each building?~~
  - ~~6. When will the metal detector be used? When will the searches be conducted?~~
    - ~~a. Before school starts each day?~~
    - ~~b. Before extra-curricular athletic contests?~~
  - ~~7. Verify the metal detector program that is developed is constitutional (i.e. it does not infringe upon the constitutional rights of students, staff and/or member of the public):~~
- ~~D. What type of metal detectors will be used?~~
- ~~E. Who will conduct the searches (i.e. operate the metal detectors)?~~
- ~~F. What will be the cost of the metal detector program?~~
- ~~1. Purchase/Lease of the metal detectors?~~
  - ~~2. Employment of individuals to conduct the searches? Will extra staff have to be hired?~~
- ~~G. What involvement, if any, will parents and/or students have in the decision whether to acquire and implement metal detectors?~~
- ~~H. Will parents and students be notified in advance that metal detectors are going to be installed and used?~~
- ~~I. Will students and/or parents be informed in advance regarding the specific dates on which metal detector searches will occur?~~



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Section 7000 Property  
Title METAL DETECTOR SEARCH PROCEDURES  
Code ag7440B  
Status Proposed to Policy & Human Resources Committee

~~7440B—METAL DETECTOR SEARCH PROCEDURES~~

~~The \_\_\_\_\_ shall be responsible for the monitoring and enforcement of guidelines relative to metal detector search procedures. The \_\_\_\_\_ shall have the authority to request metal detector searches, and such searches shall not be conducted in the absence of such request.~~

~~The purpose of the metal detector search is to discourage students from bringing weapons into the schools. Accordingly, metal detectors may be used at District \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ schools and school related functions of such schools, on a random and periodic basis.~~

~~All **(-) students (-) staff members (-) visitors** entering \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ schools and school related functions of such schools are subject to search.~~

~~Metal detector searches will be conducted by \_\_\_\_\_ using magnetometers (also known as walk through metal detectors) and hand held scanning devices, and monitored by \_\_\_\_\_.~~

- ~~A. **(-) Students (-) Staff members (-) Visitors** shall not be informed in advance regarding the specific dates on which, or the locations where, metal detector searches will occur.~~
- ~~B. Prior to a metal detector search being conducted, a sign or signs announcing a search for weapons shall be posted, on the day of the metal detector search, outside the school or school related function, at a main entrance or entrances.~~
- ~~C. When a metal detector is being used, **(-) students (-) staff members (-) visitors** will be permitted to use only designated entrances to the school or school related function. District staff may be stationed at other entrances, as necessary, to prevent **(-) students (-) staff members (-) visitors** from opening those entrances to admit others into the building or school related function.~~
- ~~D. All **(-) students (-) staff members (-) visitors** entering the school or school related function are subject to search although those conducting the search and/or \_\_\_\_\_ monitoring the search may choose to limit the search by any lawful random formula. For example, if the lines become too long, the search may be limited to every second or third person. Once a random formula is utilized, it shall be applied without deviation until it is ended by the order of the \_\_\_\_\_. A random formula shall not be ended in order to search a particular student or person.~~
- ~~E. The \_\_\_\_\_ and \_\_\_\_\_ are prohibited from selecting a particular **(-) student (-) person** to search unless there is a reasonable suspicion to believe that the **(-) student (-) person** is in possession of a weapon.~~
- ~~F. Prior to use in conducting a metal detector search pursuant to these guidelines, each search device to be used shall be examined by a person familiar with its operation to determine if it is in proper working order. A metal detector search device shall not be used if there is any question as to whether it is in proper working order.~~
- ~~G. Each person operating a metal detector search device shall be trained in the proper use of the device and the detection of any malfunction in the operation of the instrument. Adjustments in the settings of the device shall only made by \_\_\_\_\_.~~
- ~~H. As to each individual search, \_\_\_\_\_ will ask the **(-) student (-) person** to remove all metal objects from his/her person and to place the metal objects and any bags, backpacks, briefcases, knapsacks, purses, or parcels on a table. With the exception of contraband in plain view, police officers may not inspect items in which a weapon could not be concealed, and may not examine written materials. The \_\_\_\_\_ shall monitor each search.~~
- ~~I. The **(-) student (-) person** will then be asked to walk through the magnetometer (i.e., walk through metal detector). If the metal detector activates, s/he will be asked a second time to remove metal objects from his/her person and to walk through the magnetometer a second time.~~
- ~~J. If the walk through metal detector activates a second time, \_\_\_\_\_ is to approach the **(-) student (-) person** and explain the hand held scanning device process, and then conduct a scanning beginning at the toes and continuing up to the head without actually touching the body. The bags and parcels will also be scanned. The \_\_\_\_\_ shall monitor each~~

search:

- K. When a ~~( ) student's ( ) staff member's ( ) visitor's~~ bag or parcel activates the scanning device, the \_\_\_\_\_ is to request him/her to open the container in question so that the officer can look for weapons.
- L. If a ~~( ) student's ( ) staff member's ( ) visitor's~~ body activates the device, the \_\_\_\_\_ will repeat the request to remove metal objects. A second hand held scanning device scan will then be conducted and if the device is activated again, the \_\_\_\_\_ will escort the ~~( ) student ( ) person~~ to a private area ~~( ) where a more thorough search will be conducted in accord with AG 5771 on searches of a student's body ( ) where the person will be asked to wait until law enforcement arrives to conduct a more thorough search.~~
- M. Prior to the private search, the \_\_\_\_\_ must ask the ~~( ) student ( ) staff member ( ) visitor~~ again to remove any metal objects, then the search will begin near the place where the device was activated. This is a pat-down search of outer clothing only, conducted by a person of the same gender, geared to locate the item that triggered the scanning device. The \_\_\_\_\_ shall monitor this search.
- N. If \_\_\_\_\_ feels an object during the pat down, the ~~( ) student ( ) staff member ( ) visitor~~ will be given a chance to remove it before the \_\_\_\_\_ does. If such an object, once removed, appears to be the one that activated the device, the search ceases.
- O. The search can be continued only if a subsequent scan activates the device.
- P. The search is directed to a search for weapons, however, other contraband discovered in the course of a metal detector search or pat down may also be removed from any ~~( ) student ( ) person.~~
- Q. All property removed from the ~~( ) student ( ) person~~ as a result of the above procedures that may be legitimately brought on school premises or to school functions will be returned to the ~~( ) student ( ) person.~~ All other property will not be returned to the ~~( ) student ( ) person.~~
- R. Property removed from the student or the student's bags or parcels, possession of which is a violation of the ~~( ) Code of Conduct, ( ) Discipline Code,~~ school rules, Board policy and Administrative guidelines, and/or the law, shall cause a student to be disciplined in accordance with the ~~( ) Code of Conduct ( ) Discipline Code~~ and may subject the student to criminal prosecution and/or juvenile proceedings for violations of law.
- S. If student refuses to cooperate with the search, the \_\_\_\_\_ is to notify the principal, administrator, or Board employee who is stationed nearby to monitor the search. Such students shall be subject to the ~~( ) Code of Conduct ( ) Discipline Code.~~ Refusal shall also be grounds for immediate removal from school, facilities, and/or grounds and further discipline.
- T. Nothing in the procedures set forth above shall limit the authority of the Board and Board employee to remove other contraband from a student, and to otherwise search a student when there is reasonable suspicion to believe that a particular student is in possession of an article or thing, the possession of which constitutes inappropriate behavior under the ~~( ) Code of Conduct ( ) Discipline Code.~~
- U. A copy of the Metal Detector Search Procedures shall be available to each person and \_\_\_\_\_ who will in any way be involved with the conducting and/or monitoring of searches.

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Title VIDEO SURVEILLANCE AND ELECTRONIC MONITORING  
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## 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

### Purpose and Scope

This guideline governs the implementation of video surveillance and electronic monitoring systems on school property, and in school buildings and school buses. ~~(-) This guideline also addresses staff members' use of portable video cameras on school property for security purposes.~~

Board Policy 7440.01 and this guideline do not apply to District and parentally-created video recordings of school events (e.g. plays, music performances, athletic contests, graduation, Board meetings), video recordings used for instructional purposes and made with the consent of all parties recorded, video recordings made of individual teachers for the purpose of improving classroom instruction, or surveillance (covert or otherwise) undertaken by law enforcement officers.

### Definitions:

- A. Covert Surveillance – surveillance conducted by means of hidden devices, without notice to the individuals being monitored.
- B. Personally Identifiable Information – all information about a student other than directory information, which is defined in Wis. Stat 19.62(5).
- C. Video Recording – a videotape, CD, DVD, disk, hard drive, or other device used to store information (whether in printed format, on film, by digital/electronic means or otherwise) from a video surveillance/electronic monitoring system.
- D. Video Surveillance/Electronic Monitoring System – a video, physical, or other mechanical, electronic or digital surveillance/electronic monitoring system or device that is permanently installed and enables continuous or periodic video recording, observing or monitoring of individuals on school premises, and in school buildings and school buses. ~~(-) This includes an (-) audio device, thermal imaging technology or any other component associated with recording the image of an individual.~~
- E. Portable Video Cameras – portable video cameras that may be carried by an individual and/or body-worn video cameras.

### ~~(-) Approval~~

~~Before a video surveillance/electronic monitoring system is installed in a school building or on school premises, the building principal must provide to the District Administrator a report describing the circumstances that indicate the necessity of having surveillance at the site (e.g. the safety and property concerns). The report should outline the less intrusive/invasive means that have been considered and the reason why they are not effective. The report should also identify proposed locations of the video surveillance/electronic monitoring equipment and whether portable video cameras will be used.~~

### Placement of Video Surveillance/Electronic Monitoring Equipment

The Technology Director~~building principal~~, subject to review by the District Administrator, is responsible for authorizing the locations where video surveillance/electronic monitoring equipment is installed and operated. The Technology Director~~building principal~~ must approve any changes in the locations of the equipment.

Video surveillance/electronic monitoring equipment may not ordinarily be used inside a classroom, laboratory, or other area utilized as a classroom or study space. Absent extraordinary circumstances, video surveillance/electronic monitoring equipment may not be operated in areas where there is a reasonable expectation of privacy by staff or students and where appropriate confidential or private activities/functions are routinely carried out (e.g. rest rooms, locker rooms, private offices, conference/meeting rooms, and/or staff lounges). Any exception to this rule must first be authorized by the **(x ) District Administrator** ~~(-) Board~~ on grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the students or other persons likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

Video surveillance/electronic monitoring equipment must be installed in a way that it only monitors those spaces that have been identified as requiring video surveillance – i.e. video cameras should not be directed to look through the windows of adjacent buildings, or onto adjacent property. Viewing areas off-campus, into neighboring property, into vehicles, or into any other areas where there is a reasonable expectation of privacy is prohibited. Absent express written authorization from the District Administrator, no sound is to be monitored or recorded in connection with the video surveillance/electronic monitoring system.

~~[ x ] Security staff and a~~ Administrators are authorized to carry and use portable video cameras **( x ) when responding to incidents.**

~~[ ] Security staff are authorized to use body worn video cameras while on duty, but are prohibited from operating them while routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident.~~

#### Notice of Surveillance

Parents will be informed whenever a school decides to install video surveillance/electronic monitoring systems.

Students, faculty, and staff must be informed at the beginning of each year that the school is using video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

Each building or area in which video surveillance/electronic monitoring system is occurring shall have clearly written signs posted at conspicuous locations informing persons that the buildings and grounds may be under video surveillance. Signs shall be conspicuous enough in size so that a reasonable person would be able to view the contents of the sign and have reasonable and adequate warning that surveillance is, or may be, in operation. The signs must provide contact information of the building principal or a designated staff person who is responsible for answering questions about the video surveillance/electronic monitoring system. Any exception to the Notice requirement, such as for a time-limited specific investigation into criminal conduct, must be authorized by the District Administrator on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interests of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.

#### Operation of Video Surveillance/Electronic Monitoring Equipment

Video surveillance/electronic monitoring equipment may be used to monitor and/or record behavior and activity of all persons on school property or grounds.

~~Although constant, real-time monitoring may not always be possible, it is expected that video images will be monitored on a scheduled basis.~~

Real-time viewing shall be limited to the building principal or his/her designees (e.g. security personnel, other administrators, and secretarial staff responsible for providing visitors with access to the building). **( x )** Under certain circumstances, the building principal or District Administrator may contact local law enforcement to view the District's real-time video surveillance/electronic monitoring feeds. Circumstances warranting a review should be limited to instances where an incident is reported/observed or to investigate a potential crime or violation of Board Policy or the Student Code of Conduct.

If information is not viewed for law enforcement, school or public safety purpose – it should be routinely erased according to a standard schedule (i.e. they will be maintained for a period of thirty (30) ~~seven (7) to thirty (30)~~ calendar days). If information is viewed for law enforcement, school or public safety purposes, it must be retained for a minimum of one (1) year. Prior to destruction of it, the building principal should contact the District Administrator and/or Board Counsel.

The Technology Director ~~Each building principal~~ is responsible for the proper implementation and control of video surveillance/electronic monitoring system installed and operating in his/her building and premises. A periodic audit by the Technology Director ~~building principal~~ of random images from the video surveillance/electronic monitoring system shall be conducted to verify that the equipment is operating properly and has not been blocked, moved or altered and that the images captured by the system are not inclusive of areas prohibited by this guideline or Board policy.

Only a designated employee or agent of the Board can install and operate video surveillance/electronic monitoring equipment. The Technology Director is ~~Building principals who have video surveillance/electronic monitoring equipment installed and operated on their campuses are~~ responsible for adhering to a strict maintenance program – including image refocusing and lens cleaning.

#### Use of Video Recordings

Information obtained through video surveillance/electronic monitoring shall be used exclusively for the purpose set out in policy – i.e. to enhance security for students, staff and visitors, and to assist in the detection and deterrence of criminal activity (theft/vandalism) and/or violations of Board policy or the Student Code of Conduct. Video recordings may be used by the Board/administration as evidence in any legal or disciplinary actions, and for inquiries and proceedings related to law enforcement. **( x )** The video surveillance system/electronic monitoring will not ordinarily be used to monitor staff performance, but any evidence unintentionally obtained through its general use may be used in internal employment or labor-related investigations. Information shall not be retained or used for purposes other than those sanctioned by Board policy.

Any remote monitoring system must protect the integrity of the video surveillance system and include a system utilizing passwords or other identifiers to gain access. Monitoring shall only be conducted by authorized school or District administrators and designees (e.g. police



officials). Likewise, network connected systems must not be openly accessible on the Internet; rather, they must be operated behind the District's firewall and password protected.

Misuse or abuse of the video surveillance/electronic monitoring system shall not be tolerated and will be addressed on a case-by-case basis by the Board and District Administrator.

#### Viewing of Recordings

Authorized users of video surveillance/electronic monitoring system shall be approved by the District Administrator or building principal. Only individuals with a legitimate educational interest in the video recording shall be designated as authorized users. As such, video recordings may only be viewed by the building principal or individual authorizing the video surveillance/electronic monitoring systems installation, by parents and students (see below), or School District staff with a direct involvement with the recorded content of the specific video recording, or employees or agents responsible for the technical operation of the system (for technical purposes only).

Authorized users shall receive training regarding proper use of the video surveillance/electronic monitoring system equipment, rules regarding privacy, and Board policy. Authorized users shall restrict system use to that for which it is intended (i.e. maintenance of individual safety and property conservation).

[  ] Video recordings will be viewed by authorized users on a random basis and/or when problems are brought to the attention of the building principal or another administrator.

Video monitors used to view video recordings should not be located in a position that enables public viewing.

[  ] Any student (or parent of a minor student), employee or member of the public that is recorded by a video surveillance/electronic monitoring system has a general right of access to review the video if it will not result in or constitute an unauthorized release of another student's personally identifiable information. Access to an individual's own personal information may depend upon whether any other confidential or privileged information can be reasonably severed. Confidential or private information can be reasonably severed from the recording for viewing purposes if the District is able, without undue hardship or expense, to utilize a copy of the recording and digitally "black out" or "blur" the images of the other individuals who appear on the video. The original recording may not be altered in any manner. If an employee or student is facing any disciplinary action, s/he may authorize his/her (union) representative or other advocate to also view the video recording.

An individual may be refused permission to review a video recording where to allow it would:

- A. be an unreasonable invasion of a third party's personal privacy;
- B. give rise to a concern for the safety of a third party;
- C. constitute an unauthorized disclosure of student personally identifiable information under State and/or Federal law; or
- D. interfere with or compromise a law enforcement investigation/matter.

If an individual is prohibited from reviewing a video recording, the building principal will view it and report to the person what is contained on the recording.

#### Retention, Secure Storage, Access to and Disposal of Video Recordings

Video recordings, when not in use, shall be stored ~~in a locked, fire resistant cabinet or room,~~ in an area to which students and the public do not normally have access. ~~The recordings must be clearly and properly labeled and entered into a storage log.~~

Access to and viewing of video recordings is limited to authorized personnel. The ~~District Administrator~~building principal is responsible for maintaining a proper audit trail for all video recordings (i.e. logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The ~~District Administrator~~building principal shall approve requests for access to recorded and stored video images. The ~~District Administrator~~building principal may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

~~All video recordings to be taken off site must be signed out by the requestor and the building principal. When returned, the requestor who originally signed the recording out and the building principal shall sign the recording back in. All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board Counsel. Release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board Counsel.~~

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.



Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage log books, pursuant to the District's Records Retention Schedule.

Video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

#### Covert Surveillance

Because covert surveillance is highly privacy-invasive, it may only be used as a last resort in limited case-specific circumstances, and in a time-limited manner (i.e. it must be the only available option under the circumstances and the benefits derived from the personal information obtained far outweigh the violation of privacy of the individuals observed).

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7450 - **INVENTORY PROCEDURE**

**General Procedure for Consumable Inventory**

In order for the District to meet requirements for preparing GAAP (Generally Accepted Accounting Procedures) basic financial statements, it is necessary to conduct an annual inventory of consumable supplies and materials on hand at fiscal year-end, June 30th.

The Physical Inventory Area Supervisor for each building/department will be the building principal or designee ~~(principal) or (department supervisor)~~ as appropriate.

Inventory sheets will be provided by the principal's office and will include:

- Date
- Building/Department
- Item Description
- Part #/Catalog #
- Quantity
- Unit Cost
- Extended Cost
- Grand Total Cost

**Responsibilities of Physical Inventory Area Supervisor - Business Manager**

To supervise the inventory for a specific location.

To oversee the barcoding process of capital objects.

~~(-) To ensure that qualified stock counters and sheet writers are available for the inventory period.~~

To serve as the contact with principal's office during the inventory.

**Action to be Taken (Pre-Inventory Planning)**

~~(-) Select a sufficient number of inventory stock counters, sheet writers, and if necessary, material handlers to complete the inventory within the allotted time period. Provide the inventory crew with instructions on completing the inventory sheets.~~

~~(-) Determine that people involved with inventory are qualified.~~

~~(-) Counters—Employees should be familiar with the stock and with the part/supply numbering system. If possible, they should have prior inventory experience.~~

~~(-) Writers—Employees should have legible handwriting.~~

Arrange so that areas subject to inventory are clean and that stock is arranged in an orderly and accessible manner. All scrap should be removed to a separate section and clearly identified.

Issue instructions that operations, when possible, will cease and no stock will be moved during the inventory recording period. In areas where movement of inventory is anticipated, schedule counting of items to be as least disruptive as possible. Consequently, count high moving items last and slow moving items first. Areas where work must be continuous should be noted to the inventory controller, and records kept of counted inventory used until verified and released.

Advise all inventory participants that their work may be subject to verification by State Auditors.

~~(-) If perpetual records are used, make sure that all postings are current. Auditors may wish to test the accuracy of perpetual records prior to the actual inventory.~~

~~(-) Meet with inventory crews to do the following:~~

~~(-) Give specific area assignments to the inventory crews so that physical boundaries are clearly identified. This will avoid overlapping or failure to cover an area.~~

~~(-) Remind inventory crews not to destroy sheets but rather to void them in case of error.~~

~~(-) Remind inventory crews not to borrow inventory sheets from each other.~~

~~(-) Advise inventory crews their count is being audited, so accuracy is important.~~

~~(-) Review with the inventory crew the procedure for preparing inventory sheets. Stress accuracy of the counts.~~

~~(-) Remind writers to repeat all information back to the counters to get an immediate double check that the information is correct.~~

### Actions to be Taken (During Inventory)

Issue inventory sheets and record to whom issued. REMEMBER - ALL SHEETS MUST BE ACCOUNTED FOR!

~~(-) Analyze each area with the inventory crew and determine the best course to follow.~~

~~(-) If necessary, request office personnel to provide aid in getting adequate descriptions, units of measure, and pricing information.~~

Check to see that all completed inventory sheets are accounted for.

~~The staff member will~~ Assign personnel to cost each item, extend cost, sub-total each page, and grand total on final page. ~~This procedure should be spot checked and verified by Inventory Supervisor.~~

~~(-) Return all (used and unused) inventory sheets in numerical sequence to the \_\_\_\_\_'s office no later than the scheduled completion date.~~

### Exceptions to above procedures

Buildings and Grounds Department

Inventory conducted by building location.

A threshold of a unit cost of \$2,000 or computer unit costs over \$500 may be lowered at Business Manager's discretion to include certain items determined to be necessary to include in inventory.

Food Service

Donated commodities should be recorded and costed separately from balance of supply inventory.

~~(-) Transportation~~

~~(-) The \_\_\_\_\_ is to provide a list of specific supply and repair items to be inventoried due to accumulated value of parts on hand necessitated by summer repair schedules.~~

~~(-) All fuels (gas and diesel), oil, etc. are to be reported.~~

### Follow-through procedure

Upon completion of the inventory process at the Building/Department level, return all consumable inventory sheets to the principal's office. ~~After verification by the \_\_\_\_\_'s office.~~ After verification by the principal's office, the District Consumable Inventory Fiscal Year End Report will be compiled and a request sent to the State Auditors for observation and verification of the inventory.

Each Building/Department will be apprised of this schedule and upon verification by the auditors, the inventory process will be complete for that fiscal year.

### New Equipment Inventory Control Procedures

All equipment with a value of \$2,000 or more or that has a life of over three years or computer unit costs over \$500, is to be given an inventory number and recorded on the New Equipment Inventory listing located in the

district \_\_\_\_\_'s office.

(X ) Remove equipment from the shipping container. Inspect it to be sure all parts have been received and are in good condition.

(X ) After inspection, an inventory ID Number should be attached. These numbers are to be issued in sequence, by the Business Office or designee \_\_\_\_\_. The sticker should be attached as close as possible to the serial number, without covering any information pertinent to the repair or replacement of the equipment.

(X ) All information pertaining to the equipment, i.e., item, serial number, vendor, date of purchase, cost, building located in, room located in, maintenance agreement, etc. should be recorded on the new inventory listing.

~~(-) The listing is presently recorded on \_\_\_\_\_ (type of hardware/software). It is located on a floppy disk and backup in the storage box in file folder "Equipment Inventory," with a file name of "New Equipment."~~

(X ) All information should be submitted to the Business Office \_\_\_\_\_ for placement in the "New Equipment" file.

### (X ) Textbook Inventory Procedures

(X ) All nonconsumable textbooks, teachers editions of textbooks, and reference books that are not controlled by the library, are to be stamped and numbered.

#### ~~(-) Hardback Textbooks and Teacher's Editions~~

~~(-) Each book is stamped with the school or District name on the inside front cover and on any page in the middle of the book.~~

~~(-) Numbering is done on the inside front cover and contains the year purchased and the book number. (Example: 96-0, 96-2, 96-3) Each book title will receive its own set of sequenced numbers.~~

#### (X ) Paperback Books

(X ) Because of the small print, paperback books are stamped and numbered on the inside front cover only.

(X ) Once the books are received, all pertinent information concerning the purchase is recorded in the "Textbook Inventory" file located in the principal \_\_\_\_\_'s office. Information such as title, publisher, cost, building and teacher, and copyright are recorded.

~~(X-) At the end of each school year, a new inventory report is sorted by school and teacher and sent to the respective school. Each teacher updates and returns his/her report to the principal \_\_\_\_\_ ~~to update the records.~~ Reasons for most changes are replacement of texts with a new edition or a destroyed or lost book. Each teacher also submits to the principal a list of lost or damaged books and to whom the book had been assigned, is also to submit Form 5513 F1 Textbook Condition, The principal will assess appropriate fines to the student's family for repair or replacement, indicating the condition of each textbook issued to students.~~

### (X ) Workbook Inventory Procedures

(X ) As workbooks are received, they are entered in the "Workbook Inventory" electronic file with the Curriculum Director, located on \_\_\_\_\_ ~~(hardware/software)~~. Information such as supplier, cost plus shipping, building, etc. is to be recorded.

~~(-) Purchases made throughout the year will be added to the previous year's ending inventory giving a total of books available for sale. At the end of the fiscal year a new inventory will be taken. This figure will indicate the total amount of books sold. Total amount of books sold, multiplied by the cost, should be equal to the amount deposited throughout the year for workbooks.~~

~~(-) A list will be furnished to each school secretary, who will keep track of workbooks given to students who are unable to pay. Accounting adjustments will be made to the \_\_\_\_\_ Fund at the end of the fiscal year, based on records kept by the school secretary.~~

(X ) Workbooks are not to be stamped or marked in any way with District identification.



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Title ASSET ACQUISITION, TRANSFER, AND DISPOSAL  
Code ag7455  
Status Proposed to Policy & Human Resources Committee

#### 7455 - ASSET ACQUISITION, TRANSFER, AND DISPOSAL

##### Acquisition

A purchase order shall be completed and submitted to the via the Skyward Financial System for approval. Prior to approval, the building principal shall review the excess asset list to determine if the same or similar asset is available from a different building or department. ~~If the purchase order is approved, a copy of the approved purchase order will be returned to the originating Principal.~~

~~If certified, the initial information from the purchase order will be entered into the accounting system as a pending item. The \_\_\_\_\_ shall send the transmittal form to the Principal.~~

When the asset is received, the transmittal form shall be returned to the originator. Information from the form shall be used to complete the fixed asset pending file and the asset will be recorded in the system.

##### Transfer and/or Disposal

A written request for asset disposal (transfer) (Form 7455-F1) is to be submitted to the District Administrator for approval. ~~The \_\_\_\_\_ is to keep a copy of the request and return the remaining copies to the Principal.~~

After approval has been received and upon disposition or transfer of an asset, the Principal shall adjust the appropriate inventory document for ~~sign and date the approved request for fixed asset disposal and shall send a copy to the \_\_\_\_\_ and, if the asset that is to be transferred, a copy by~~ to the Principal receiving the asset.

Assets approved for auction shall be transferred to the designated the \_\_\_\_\_ for storage area prior to sale. ~~An approved copy of the request for disposal is to be sent to the \_\_\_\_\_.~~ (This procedure has been established to facilitate the auction process by accumulating all assets for sale in one (1) place and to enhance internal control by segregating duties.)

Annually ~~Monthly~~, the Business Manager shall prepare a report listing all assets held for sale. A copy of the report shall be forwarded to the District Administrator who shall compare the list to the approved requests for disposal and also compare the list to the actual assets stored for sale ~~at the \_\_\_\_\_.~~ Any discrepancies shall be reported to the Business Manager and/or Building Principal for resolution.

The requested disposal list shall then be approved by Board resolution prior to sale.

When an auction has taken place, the Business Manager shall prepare a list of assets sold and the amount of money received for each. Upon receipt of the list of assets sold, the Business Manager shall update the list of assets held for sale and the master asset list.

Annually, the Business Manager shall prepare a master list of all entity assets, a report of assets purchased, and a report of assets disposed of or transferred. Each Principal shall receive that portion of each report which relates to that building or department. It is the responsibility of the Principal to review and compare the reports to the fixed assets maintained in his/her area of responsibility. Any discrepancies are to be reported to the Business Manager ~~and/or \_\_\_\_\_~~ for resolution.

~~(-) All Principals shall regularly identify and report to the \_\_\_\_\_ all assets not in use. The \_\_\_\_\_ shall prepare a quarterly report listing assets not in use for distribution to the District Administrator and Principals. The District Administrator and \_\_\_\_\_ shall review the report to identify assets that can be transferred to respond to a requisition for purchase and assets that should be sold.~~

(X ) As needed, but not less than ~~annually~~<sup>quarterly</sup>, the Business Manager shall review asset acquisitions and dispositions for the purpose of updating insurance coverage. Insurance coverage for new vehicles shall be updated before the vehicle is used.

(X ) Any evidence of lost, stolen, or damaged assets shall be immediately reported to the Building Principal. The District Administrator and Business Manager shall investigate the matter and determine the appropriate action.

(X ) Periodic physical inventories shall be conducted to ensure accountability for the assets of the entity. The District shall adopt inventory guidelines to become a part of these procedures.

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Status Proposed to Policy & Human Resources Committee

### 7530 - PERSONAL USE OF DISTRICT EQUIPMENT/FACILITIES

Board of Education Policy 7530 requires that limits be placed on staff use of District equipment and facilities. The following guidelines describe the nature and extent of such use.

#### TELEPHONES

- ~~District telephones are not to be used for personal calls except for a bona fide emergency.~~
- ~~Staff members may use the telephones to make brief, local (nontoll) calls provided such calls are made during unassigned time.~~
  - ~~and are not for conducting a private business.~~
  - ~~Except in emergencies, local calls should be limited to two (2) or three (3) minutes.~~
- ~~No long distance calls are to be made without the permission of the \_\_\_\_\_.~~ If such calls are made, time and charges are to be recorded by the caller and submitted together with the payment to the \_\_\_\_\_.
- ~~Telephones are not to be used with computer modems without the approval of \_\_\_\_\_.~~

#### COPY MACHINES/PRINTERS

- ~~District copiers may not be used for nonschool purposes.~~
- ~~Staff members may use a District copier to make **(single) (no more than \_\_\_\_\_)** copies of personal documents providing such copying is done on the unassigned time.~~

With the permission of their supervisor \_\_\_\_\_, a staff member may make multiple copies of one or more documents for a fee of \_\_\_\_\_ (\$ .02 ) per page for black and white and \$0.10 for color copies.

which includes the cost of paper.

~~with the staff member providing his/her own paper.~~

The number of copies is to be recorded and submitted, together with the fee payment, to the Business Office \_\_\_\_\_.

#### FAX MACHINES

- ~~District fax machines may not be used for non-school purposes.~~
- ~~Staff members may use a District fax machine providing s/he pays the telephone charges.~~
- ~~With the permission of the \_\_\_\_\_, a staff member may receive faxes of one or more documents for a fee of \_\_\_\_\_ (\$ \_\_\_\_\_ ) per page~~
  - ~~which includes the cost of paper.~~
  - ~~with the staff member providing his/her own paper.~~
- ~~The number of copies is to be recorded and submitted, together with the fee payment, to \_\_\_\_\_.~~

#### COMPUTERS

- ~~District computers and printers may not be used for personal reasons.~~
- ~~A District PC may be used for personal reasons providing such use has been approved by \_\_\_\_\_ and takes place during a staff member's unassigned time.~~
  - ~~and is limited to \_\_\_\_\_ hours per week.~~
- ~~Staff members are to provide their own computer disks and printer paper.~~
- ~~Staff members shall be charged \$ \_\_\_\_\_ per hour of computer time to help defray the cost of servicing and maintenance.~~
  - ~~and the cost of printer paper.~~

#### FACILITIES/EQUIPMENT/SUPPLIES

Staff members may not use any of the District's facilities, ~~equipment~~ or supplies for personal reasons.

- ~~Staff members may use District facilities providing they follow the guidelines established in AG 7510A—Use of District Facilities.~~
- ~~Staff members shall
  - ~~be exempt from rental fees established for the facility they wish to use.~~
  - ~~pay the fee established for the facility they wish to use.~~~~
- ~~Staff members may use District equipment only with the written approval of \_\_\_\_\_ **(person responsible for the equipment) (District Administrator or Business Manager).**~~
- ~~and upon payment of the fee established for such use.~~

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Status Proposed to Policy & Human Resources Committee

7530A - **TECHNOLOGY EQUIPMENT SECURITY PROCEDURES**

A. Identification:

A label with the District's name and an identification number will be placed on each piece of equipment.

~~(-) In addition, indelible ink shall be used to write the following on each piece of equipment and software:~~

~~District, school name, and special funding, if applicable.~~

Records of the identification number, serial number, model, etc. for each piece of audiovisual equipment shall be maintained by the Technology Director in \_\_\_\_\_.

~~(X-) Records on each piece of software, organized by title and course or program, shall be maintained by the Technology Director in the \_\_\_\_\_.~~

B. Use of Hardware and Software:

All audiovisual equipment and software to be used either in the District or off-school premises shall be checked out through the Technology Director \_\_\_\_\_. ~~(See Form 7530A-F1)~~ Use of equipment and software may not be used for the purpose of copying materials in violation of copyright laws. (See AG 2531)

The person checking out the item ~~signing the request Form 7530A-F1~~ is responsible for the condition of the equipment/software until checked back in.

Students will use only should not use audiovisual equipment or software preapproved for student use by the Technology Director. ~~without a staff member or approved volunteer being present.~~

~~(-) In special circumstances, students may be allowed to use equipment/software, without supervision, when the teacher in charge deems it desirable and the student has proved himself/herself responsible.~~

Where an exceptional instructional need is demonstrated, permission to use equipment and software off the school premises shall be granted by the principal after consulting the Technology Director or Library Media Specialist \_\_\_\_\_ ~~(media coordinator)~~. ~~(Use Form 7530A-F1)~~

Exceptional instructional needs include, but are not limited to:

increasing teacher proficiency in the operation of equipment or enlarging knowledge of particular software necessary for classroom instruction;

producing/preparing instructional materials or classroom lessons;

developing new or additional applications of the computer or software;

allowing students to do homework assignments or self- tutoring.

C. Requests for Personal Use:

Personal use of equipment and software, including computers and peripherals, by students and staff, ~~and [ ] District residents~~ shall be in accordance with Policy 7530 and the accompanying guidelines. No business use shall be made of any borrowed equipment or software. Software shall not be used in violation of any licensing agreement, nor shall it be copied.

Requests to use audiovisual equipment and software for personal use off school premises will require written permission from the Technology Director.

~~1. Staff members must fill out Form 7530A F1 and submit it for approval at least \_\_\_\_\_ in advance to the \_\_\_\_\_.~~

~~(-) Staff members requesting equipment and software for personal use may do so no more than \_\_\_\_\_ times. They will be responsible for arranging safe transportation and housing for equipment and software used off school premises and will accept responsibility for any damages.~~

2. Students must receive permission from their instructor, based on a legitimate instructional purpose, prior to ~~completing Form 7530A F1 and~~ submitting a written request it to the Technology Director. A request should~~must~~ be submitted at least two days prior to the intended use.

~~(-) District residents, who are not staff members, may use audiovisual equipment and software on school premises while the media staff is present or in conjunction with a request for building use. Residents may use audiovisual equipment and materials off District premises only in exceptional cases as determined by the \_\_\_\_\_. They must complete Form 7530A F1 and submit it to the \_\_\_\_\_ at least \_\_\_\_\_ in advance of the intended use.~~

~~(-) All requests will be maintained in the individual school media center and a copy sent to the \_\_\_\_\_.~~

All requests will be maintained ~~in the central office~~ by the Technology Director.

Users will be responsible for arranging safe transportation and housing for equipment and software used off school premises.

The borrower will not be held responsible if repair is required as a result of equipment malfunction or unavoidable circumstances but will be responsible for damages resulting from negligence. In no instance, should an attempt be made to repair equipment or software. The defective item should be returned to the Technology Director as is. The District will repair the equipment and, if appropriate, bill the user.

D. Staff Services:

Media staff will instruct the user on the correct operation of equipment and software prior to receiving the material. The Technology Director will designate appropriate staff to assist in moving and setting up equipment and software for instructional purposes on school premises.

Media staff may assist other staff members in obtaining materials for instructional use by videotaping or audio taping within copyright guidelines.

E. Equipment Inventory and Repair:

All audiovisual software and hardware will be inventoried at the end of each school year. An accurate inventory of all District computers and other audio-visual equipment in the District will be maintained by the Technology Director. Inventory of computers, other audiovisual equipment, and software will also be maintained in the school or department in which they are located.

If a piece of equipment or software requires repair, it will be sent to the Technology Director. An "out for repair" file is to contain a repair card detailing the characteristics of the problem, date requested, and the repairer. Subsequently, repair information including type of repair, date repaired, and the cost shall be recorded in an electronic file by the Technology Director. ~~on the repair card and filed in the \_\_\_\_\_.~~

F. Report of Loss:

If any equipment or software is lost, the school principal and the Technology Director shall be notified. The principal may notify police, if deemed appropriate. A complete inventory of all other equipment and/or software located in the same area as the lost items shall be taken. Inventory logs cards for all missing equipment/software shall be kept in a separate file for use in giving information to the police and/or the insurance company.





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7530B - **NON-SCHOOL USE OF DISTRICT EQUIPMENT AND FACILITIES BY STUDENTS**

The following guidelines describe the nature and extent of student use of District equipment and facilities for non-school purposes.

TELEPHONES

~~(-) District telephones are not to be used for personal calls except for a bona fide emergency.~~

(X) Students may use the telephones to make brief, local (non\_toll) calls provided such calls are made with adult approval during free time.

(X) and are not for conducting a private business.

~~Except in emergencies, local calls should be limited to two (2) or three (3) minutes.~~

(X) No long-distance calls are to be made without adult the permission of the \_\_\_\_\_. If such calls are made, time and charges are to be recorded by the caller and submitted together with the payment to the \_\_\_\_\_.

~~(-) Telephones are not to be used with computer modems without the approval of \_\_\_\_\_.~~

COPY MACHINES

~~(-) District copiers may not be used for nonschool purposes.~~

(X) Students may use a District copier to make ~~(single) (no more than \_\_\_\_\_)~~ copies of assignments and personal documents providing such copying is done with staff approval supervision.

(X) With staff the permission of the \_\_\_\_\_, a student may make multiple copies of one (1) or more documents for a per page/per side fee of \$ .02 for black/white, \$ .10 for color \_\_\_\_\_ (\$\_\_\_\_) per page

(X) which includes the cost of paper.

~~(-) with the student providing his/her own paper.~~

The number of copies is to be recorded and submitted, together with the fee payment, to the Business Office\_\_\_\_\_.

FAX transmissions are free and must be approved in advance by a staff member.

FAX MACHINES

~~(-) District fax machines may not be used for non-school purposes.~~

~~(-) Students may use a District fax machine providing s/he pays the telephone charges.~~

~~(-) With the permission of the \_\_\_\_\_, a student may receive faxes of one (1) or more documents for a fee of \_\_\_\_\_ (\$\_\_\_\_) per page~~

~~(-) which includes the cost of paper.~~

~~(-) with the student providing his/her own paper.~~

~~The number of copies is to be recorded and submitted, together with the fee payment, to \_\_\_\_\_.~~

COMPUTERS

District computers and printers may not be used for personal reasons as long as the student does not violate the acceptable use policy.

~~(-) District computers and printers may be used for personal reasons providing such use has been approved by \_\_\_\_\_.~~

~~(-) and is limited to \_\_\_\_\_ hours per week.~~

~~(-) Students are to provide their own computer disks and printer paper.~~

~~(-) Students shall be charged \$ \_\_\_\_\_ per hour of computer time to help defray the cost of servicing and maintenance.~~

~~(-) and the cost of printer paper.~~

#### STUDENT USE OF FACILITIES/EQUIPMENT/SUPPLIES

Students may not use any of the District's facilities, equipment or supplies for non-school reasons.

Students under the auspices of an approved organization may use District facilities/equipment/supplies for non-school purposes providing they follow the guidelines established in AG 7510 – Use of District Facilities.

~~(-) Students shall~~

~~(-) be exempt from rental fees established for the facility they wish to use.~~

~~(-) pay the fee established for the facility they wish to use.~~

~~(-) Students may use District facilities/equipment/supplies for non school purposes only with the written approval of \_\_\_\_\_ **(person responsible for the equipment) (District Administrator or Business Manager).**~~

~~(-) and upon payment of the fee established for such use.~~

#### STUDENT USE OF ATHLETIC UNIFORMS AND OTHER APPAREL (e.g., athletic pads, athletic headgear)

Students may not use any of the District's athletic uniforms and other apparel in training or non- school competition outside the designated school season of a sport.

~~(-) Students may use the District's athletic uniforms and other apparel in training or non school competition outside the designated school season of a sport.~~

~~(-) for the following sports:~~

~~\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

Students ~~(-) will~~  will not be charged a fee for the use of athletic uniforms and other apparel.

The fee schedule will be established by the District Administrator and approved  annually by the Board.

~~(-) The student and their parent(s) will be financially responsible for the uniforms and other apparel under a schedule established by the District Administrator and approved ( ) annually by the Board.~~

~~{NOTE: If student use of athletic equipment and apparel is permitted, it must be approved by the Board of Education.}~~

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#### 7540 - COMPUTER TECHNOLOGY AND NETWORKS

The Technology Director is responsible for managing the Board of Education's technology system and making arrangements for any networks that may be used to enhance the educational program and/or operations of the District.

S/He also is responsible for implementing the guidelines established for program development (AG 2210A through, AG 2252), the selection of materials and equipment (AG 2521A), and verifying that the District's purchasing guidelines (AG 6320A) are followed. In addition, the Technology Director shall verify that each staff member and student who will have access to Board technology and any networks completes the appropriate agreement form Form 7540.04 F1 or Form 7540.03 F1.

All tentative agreements with networks or technology agencies are to be submitted to the District Administrator for review and approval.

Staff members and/or students are to be provided the following information concerning the use of the Internet:

- A.  Use of the Internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. ~~( ) Further, use of the Internet for recreational or personal purposes is prohibited. [NOTE: END OF CHOICE]~~  
All student use is to be supervised by a staff member or approved volunteer who has signed the Staff Education Technology Acceptable Use and Safety Agreement Form 7540.04 F1.
- B. ~~( ) Prior to disseminating information across the Internet about a student such as name, address, or other identifying data including pictures, signed parental permission forms must be on file. [NOTE: THIS OPTION IS NOT RECOMMENDED WITH RESPECT TO INCLUDING STUDENT NAMES ON WEBSITES; THE FBI RECOMMENDS THAT NO PERSONAL INFORMATION ABOUT A STUDENT SHOULD BE PLACED ON SCHOOL DISTRICT WEBSITES, EVEN WITH PARENT PERMISSION.]~~
- C.  Because of the vast amount of information that can be retrieved from the Internet teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between websites that are "attractive but superficial or irrelevant "from those that are "attractive, substantive, and relevant."
- D.  Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.
- E.  The Student and Staff Education Technology Acceptable Use and Safety Agreements, Forms 7540.03 F1 and Form 7540.04 F1, that students and staff members must sign prohibits the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the District Administrator shall have the authority to determine whether the web site is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with the Technology Director.
- F.  As students and/or staff members complete projects that reflect unusual and creative applications of technology, the projects should be shared with the Technology Director so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Education Technology Acceptable Use and Safety Agreements, Form 7540.03 F1 and Form 7540.04 F1, address the issue of the proprietary rights related to website design concerning websites and/or pages hosted on the Board's servers and/or created during work time as part of an employee's job responsibilities (staff) or as a class assignment (students).

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

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#### 7540A - STAFF AND STUDENT TRAINING REGARDING THE INTERNET

As set forth in Policy 7540.03 – Student Education Technology Acceptable Use and Safety and Policy 7540.04 – Staff Education Technology Acceptable Use and Safety, the District will provide students and staff members with the training required by Federal and State law.

In addition, staff members and/or students shall be provided the following information/training concerning the use of the Internet:

- A. (X) Use of the Internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. All student use is to be supervised in person or via electronic monitoring by a staff member or approved volunteer who has signed the Staff Education Technology Acceptable Use and Safety Agreement Form ~~7540.04 F1~~.
- B. ~~( ) Prior to disseminating personally identifiable information across the Internet about a student, signed parental permission forms must be on file. [NOTE: THIS OPTION IS NOT RECOMMENDED WITH RESPECT TO INCLUDING STUDENT NAMES ON WEBSITES; THE FBI RECOMMENDS THAT NO PERSONAL INFORMATION ABOUT A STUDENT SHOULD BE PLACED ON SCHOOL DISTRICT WEBSITES, EVEN WITH PARENT PERMISSION.]~~
- C. (X) Because of the vast amount of information that can be retrieved from the Internet, teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between websites that are "attractive but superficial or irrelevant" from those that are "attractive, substantive, and relevant".
- D. (X) Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established class period.
- E. (X) The Student and Staff Education Technology Acceptable Use and Safety Agreements, ~~Form 7540.03 F1 and Form 7540.04 F1~~, prohibit the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the District Administrator shall have the authority to determine whether the website is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with the Technology Director.
- F. (X) As students and/or staff members complete projects that reflect unusual and creative applications of technology, the projects should be shared with the Technology Director so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Education Technology Acceptable Use and Safety Agreements, ~~Form 7540.03 F1 and Form 7540.04 F1~~, address the issue of the proprietary rights related to the design and development of web pages, sites, services or apps hosted on Board-owned or District-affiliated servers that are created during work time as part of an employee's job responsibilities (staff) or as a class assignment (students).

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course.



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948.11, Wis. Stats.

947.0125, Wis. Stats.

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#### 7540.01A - PERSONAL USE OF DISTRICT TECHNOLOGY

The following guidelines will govern the personal use of Board technology by staff members as well as use for school purposes by either staff or students while at home. No personal, that is, nonschool, use of Board technology may be made by any student at any time.

~~Submit the proposed software title to the Technology Director via The Security, Privacy, and Safety Review process found on the district webpage. Form 7540.01 F1—Permission to Use/Import Software is to be submitted to the \_\_\_\_\_ before any personal software is brought to school. In addition, the staff member must provide either the licensing agreement from the manufacturer or a proof of purchase. The staff member must also confirm to the \_\_\_\_\_ that s/he has analyzed the content of the software using the criteria established in Form 2521 F1—Rating Nondistrict Instructional Materials and has rated it no higher than "2" on any of the four criteria. It is essential that Form 7540.03 F1 and Form 7540.04 F1 address the issue of the proprietary rights related to the web site design concerning web sites and/or pages hosted on the Board's servers.~~

~~A staff member or a student may start a project using Board owned software at school or personal software at home and produce a copy of the project or document. The Board will not provide Board owned software for use on personal computers at home. When the project is completed, the staff member or student should notify the \_\_\_\_\_ to find out whether or not the Board wishes to keep a copy for reference or for use by others. No staff member or student should expect to retain any proprietary rights related to the design on any web site or pages hosted on the Board's servers.~~

Prior to making a copy of any Board owned software, a staff member or student should contact the Technology Director to find out whether or not there is any licensing agreement associated with that software, and if so, whether the license allows the staff member or student to load the material on his/her home computer. ~~If reproduction is allowed, the staff member or student is to complete a check out form (see Form 7540.01 F2) in which s/he agrees to make only one copy and only for personal use and not for use by others. If the license does not allow this, then no copy is to be made.~~

No staff member or student will be allowed access to the Internet or other networks without first signing the Student or Staff Network and Internet Acceptable Use and Safety Agreement, ~~Form 7540.03 F1 or Form 7540.04 F1~~. All student use of the Internet must be under the in person or electronic supervision of a staff member or approved volunteer.

Neither staff members nor students are to use the Internet for ~~recreational, personal,~~ discriminatory, or unlawful purposes but only for purposes related to the Board's educational program or operational needs.

Each staff member and student will be provided an initial password for use with Board technology with the provision that the staff member shall not share their password with others. The existence of a password does not guarantee confidentiality or privacy and the Board retains the right to use any person's password to monitor the type of use that is being made of Board technology.

With regard to personal E-mail, staff members may use it to send and/or receive personal messages providing such use

is limited to non\_duty time

and does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying).

~~Students are not allowed to send or receive personal E-mail messages.~~

Students are allowed to send or receive personal E-mail messages with the consent of school personnel in a manner that does not disrupt the learning environment.

Use of all other Board technology shall be in accord with AG 7530 - Personal Use of District Equipment/Facilities.





Book AG 1st Draft Clean  
Section 7000 Property  
Title AT-HOME ACCESS TO DISTRICT TECHNOLOGY  
Code ag7540.01B  
Status Proposed to Policy & Human Resources Committee

7540.01B - **AT-HOME ACCESS TO DISTRICT TECHNOLOGY**

~~Option #1~~

~~The Board will not allow staff members, students, or members of the community to access Board technology or the Internet by means of home computers.~~

~~Option #2~~

The Board will allow  staff members  students  members of the community to access Board technology and the Internet through the use of personal devices~~home computers~~ in accordance with the following guidelines:

~~The amount of access time the Board will allow is  unlimited  limited to \_\_\_\_\_ minutes per \_\_\_\_\_.~~

~~The Board  will  will not provide help desk support.~~

~~The Board will provide log on instructions for \_\_\_\_\_ IBM compatible PC's \_\_\_\_\_ MAC \_\_\_\_\_ (Other — Please indicate)~~

Access is available at  no charge  for a fee of \_\_\_\_\_.

The Board will not be responsible for:

~~( ) any content that a home-user may access through the Internet;~~

any virus that a home-user may obtain while accessing the Internet through Board technology;

any copyright violations that may be incurred while accessing the Internet through Board technology;

loss of or damage to any equipment of the home-user.

The Board  ~~will~~  will not allow a home-user to establish personal E-mail accounts through Board technology.

The Technology Director\_\_\_\_\_ is responsible for creating an Authorized Internet Use Internet Protection Agreement Form which clearly stated that when a person uses Board technology to create a web site or page which is hosted on Board servers, s/he acknowledges that the Board is entitled to any and all proprietary rights related to said web site and/or pages.

~~[NOTE: END OF OPTION #2]~~

Legal

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Book	AG 1st Draft Clean
Section	7000 Property
Title	STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	ag7540.03
Status	Proposed to Policy & Human Resources Committee

#### 7540.03 - **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Students are authorized to use the Board's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech") for educational purposes. Use of the Education Technology is a privilege, not a right. When using the Ed-Tech, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed-Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability (see Sec. 943.70, Wis. Stat. (Computer Crimes) and Sec. 947.0125, Wis. Stat. (Unlawful Use of Computerized Communication Systems)) Prior to accessing the Education Technology students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Ed-Tech that are in accord with their personal and family values, in addition to the Board's standards. ~~(-) Students must complete a mandatory training session/program before being permitted to access the Education Technology and/or being assigned a school e-mail address.~~

Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on using the Ed-Tech. All use of the Education Technology must be consistent with the educational mission and goals of the District.
- B. Students may only access and use the Education Technology by using their assigned account and may only send school-related electronic communications using their District-assigned e-mail addresses. Use of another person's account/e-mail address/password is prohibited. Students may not allow other users to utilize their account/e-mail address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the District's Network. Students may not intentionally disable any security features of the Ed-Tech.
- D. Students may not use the Internet to engage in "hacking" or other illegal activities(e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).
  - 1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
  - 2. Students shall not use the Education Technology to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment, is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law

E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Ed-Tech for commercial purposes, advertising, or political lobbying is prohibited.

G. Students are expected to abide by the following generally-accepted rules of online etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's Education Technology. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating online.
3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher and unless expressly authorized by your parent or guardian on the "Student Education Technology Acceptable Use and Safety Agreement Form."
4. Never agree to get together with someone you "meet" online without prior parent approval.
5. ~~Diligently delete old mail on a regular basis to avoid excessive use of the electronic mail disk space.~~

H. Use of the Education Technology to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. For example, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures on all computers with access to the Internet and World Wide Web that protect against access to visual depictions that are obscene, child pornography, and/or harmful to minors. These measures are operating at all times, and enable the Board to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. We also rely on and respect each family's right to decide whether to allow their children access to the Education Technology.

I. Malicious use of the Board's Ed-Tech to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's Education Technology in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.

J. All communications and information accessible online should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

K. Downloading of information onto school-owned equipment or contracted online education services is prohibited, without prior approval from a staff member. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the District's Education Technology with a virus and causes damage, the student will be liable for any and all repair costs to make the Education Technology once again fully operational.

L. ~~Students must secure prior approval from a teacher or \_\_\_\_\_ before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."~~

M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or Technology Director. All such authorized communications must comply with these guidelines. Students may only use their school-assigned accounts/e-mail addresses when accessing, using or participating in real-time electronic communications for education purposes.

N. Users have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Ed-Tech, including, but not limited to, computers, laptops, tablets, personal communication devices, networks, or Internet connections or online educational services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of the Ed-Tech constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Ed-Tech and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to a discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy

and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails, and records. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its Education Technology. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Ed-Tech. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Ed-Tech by the student.

P. Disclosure, use, and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Education Technology Acceptable Use and Safety Agreement Form."

Q. Proprietary rights in the design of websites hosted on Board owned or leased servers remains at all times with the Board.

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943.70, Wis. Stats.  
947.0125, Wis. Stats.  
Family Educational Rights and Privacy Act of 1974, as amended  
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246

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Status	Proposed to Policy & Human Resources Committee

#### 7540.04 - **STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Staff members are authorized to use the Board of Education's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech") for educational and professional purposes. Use of the Education Technology is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action and/or civil criminal liability (see Sec. 943.70, Wis. Stat. (Computer Crimes), Sec. 947.0125, Wis. Stat. (Unlawful Use of Computerized Communication Systems)). Prior to accessing the Education Technology, staff members must sign the Staff Education Technology Acceptable Use and Safety Agreement. (X ) Staff members must complete ~~a~~ mandatory annual training ~~session/program before being permitted to access the Education Technology and/or being assigned a school email address.~~

Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Staff members are responsible for their behavior and communication using the Ed-Tech. All use of the Education Technology must be consistent with the educational mission and goals of the District.
- B. Staff members may only access and use the Education Technology by using their assigned account and may only send school-related electronic communications using their District-assigned email addresses. Use of another person's account/e-mail address/password is prohibited. Staff members may not allow other users to utilize their passwords. Staff members may not go beyond their authorized access. Staff members are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- C. Staff members may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the District's network. Staff members may not intentionally disable any security features of the Ed-Tech.
- D. Staff members may not use the Education Technology to engage in "hacking" or other illegal activities (e.g., software pirating, intellectual property violations; engaging in slander, libel or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances or goods.
  - 1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Staff members shall not knowingly or recklessly post false or defamatory information about a person or organization. Staff members are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
  - 2. Staff members shall not use the Education Technology to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment, is grounds for discipline, up to and including termination. Such actions will be reported to local law enforcement and child services as required by law.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.



F. Any use of the Ed-Tech for commercial purposes, advertising, or political lobbying is prohibited.

G. Staff members are expected to abide by the following generally accepted rules of online etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's Education Technology. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a staff member is told by a person to stop sending him/her messages, the staff member must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Education Technology, unless there is prior written parental approval or it is otherwise permitted by Federal and/or State law.
6. Check e-mail, at least daily per employee handbooks frequently and delete e-mail promptly ~~(-) to avoid excessive use of the electronic mail disk space.~~ Nothing herein alters the staff member's responsibility to preserve e-mail and other electronically stored information that constitutes a public record, student education record and/or a record subject to a Litigation Hold.

H. Use of the Education Technology to access, process, distribute, display, or print child pornography and other material which is obscene, objectionable, inappropriate or harmful to minors are prohibited. For example, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures on all computers with Internet access that protect against access to visual depictions that are obscene, child pornography, and/or harmful to minors. These measures are operating at all times, and enable the Board to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. We also rely on and respect each family's right to decide whether to allow their children access to the Internet.

I. Malicious use of the Board's Education Technology to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited. Staff members may not engage in vandalism or use the Ed-Tech in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Staff members may not use the Board's Ed-Tech in such a way that would disrupt their use by others. Staff members should refrain from intentionally wasting limited resources.

J. All communications and information accessible online should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

K. Downloading of information onto school-owned equipment or contracted online education services is prohibited, without prior approval from Technology Director. If a staff member transfers files from information services and electronic bulletin board services, the staff member must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a staff member transfers a file or software program that infects the District's Ed-Tech with a virus and causes damage, the staff member will be liable for any and all repair costs to make the Education Technology once again fully operational.

L. Staff members have no right or expectation to privacy when using the Education Technology. The District reserves the right to access and inspect any facet of the Ed-Tech, including, but not limited to, computers, laptops, tablets, personal communication devices, networks or Internet connections or online education services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A staff member's use of the Ed-Tech constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Ed-Tech and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to a discovery that a staff member has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a staff member has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Staff is reminded





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Title ASSISTIVE TECHNOLOGY AND SERVICES  
Code ag7540.05  
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#### 7540.05 - **ASSISTIVE TECHNOLOGY AND SERVICES**

The School District is mandated by State and Federal law to provide assistive technology and services to all students with disabilities if it is required for them to receive a free appropriate public education (FAPE).

Because any student with a disability from mild to severe may benefit from the use of assistive technology, each IEP team shall include in their deliberations the use of assistive technology devices and services to aid students with disabilities.

A large number of items can be considered as assistive technology. The devices help the student with writing, computer access, composing written material, communication, reading, learning, and studying, math, recreation and leisure, electronic aids for daily living, mobility, positioning and seating, vision, hearing, and vocational needs.

It is the responsibility of the IEP team to select the appropriate assistive technology needed by the student. If the IEP team decides to try an assistive technology with a student they may need to borrow it first to assure that the assistive technology works as intended, before they request the purchase of the technology. The School District is required to "provide," but does not need to own, the assistive technology.

The IEP team may consider borrowing the technology from CESA or from Wisconsin's AT Lending Library operated by the Wisconsin Assistive Technology Initiative (WATI).

The IEP team should carry out an evaluation of the assistive technology to assure that the device provides the expected benefit for the student.

**[X]** The IEP team is required to formally evaluate the effectiveness of assistive technology if a purchase is required ~~in excess of \_\_\_\_\_~~.

The IEP team must also provide assistive technology services. Assistive technology services are any service that is needed to help the student acquire or use the assistive technology. The services include:

- A. **(X)** assessing the student's need for assistive technology;
- B. **(X)** purchasing, leasing or otherwise providing for the acquisition of assistive technology devices;
- C. **(X)** fitting adapting, maintaining and repairing the assistive technology as needed;
- D. **(X)** coordinating and using other therapies, interventions or services with assistive technology devices;
- E. **(X)** training the student to use the assistive technology;
- F. **(X)** training the school staff and, if necessary, the family to use the assistive technology.

Assistive technology devices and services may be provided as an annual goal or short-term objective, related services, or supplementary aids and services to any student who requires them in order to benefit from the educational program.

The IEP team must also decide if the assistive technology is needed at home. Such decisions will be made on a case-by-case basis.

Technical assistance and support is available from the Wisconsin Assistive Technology Initiative (WATI). WATI operates a lending library and a used equipment market place. An assistive technology specialist is available to present current information on issues relating to assistive technology.

The \_\_\_\_\_ (Director of Special Education) will be responsible for providing the necessary forms for assistive technology requests and for monitoring progress using assistive technology and services. Such forms may include those

developed by WATI.

The \_\_\_\_\_ (Director of Special Education) will also be responsible for establishing a training program designed to inform the staff of the assistive technology policy and guidelines and to familiarize the staff with the assistive technologies and services available to students with disabilities.

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7540.06 - **PROPER USE OF E-MAIL ACCOUNT**

E-mail messages transmitted or received through the District's e-mail system may be a public record or an educational record that needs to be maintained by the District in accordance with Policy 8310 – Public Records or Policy 8330 – Student Records, and made available for inspection and/or copying upon request by a member of the public, or a parent or student age eighteen (18) or older. In addition, an e-mail may constitute electronically stored information that is subject to a Litigation Hold pursuant to Policy 8315 – Information Management. The following procedures are established so that the District's e-mail and Internet capabilities are not compromised, and e-mail messages are maintained in accordance with State and Federal law. For this reason, no user has any reasonable expectation that e-mail messages shall remain confidential.

**OPERATIONAL CONSIDERATIONS:**

A. Types of E-Mail Prohibited

1. General Rule: Do not put anything in an e-mail that you would not put on School District letterhead.

~~(-) Do not send e-mails of \_\_\_\_\_ [ex. 10] mb or more. (For example, this would most likely be the following: multiple attachments on one (1) e-mail, pictures, Powerpoint presentations, Adobe files, jpg images, etc.)~~

~~(-) Do not use the District's e-mail system to send announcements such as the following:~~

- ~~(-) parties,~~
- ~~(-) retirements,~~
- ~~(-) deaths, or~~
- ~~(-) items for sale~~

~~(-) \_\_\_\_\_~~

~~(-) Such items may be posted on \_\_\_\_\_ **[District's Intranet – give specific location; e.g. General Staff Bulletin Board].**~~

~~(-) Do not forward or start e-mails with the following:~~

- ~~(-) jokes,~~
- ~~(-) pictures, or~~
- ~~(-) similar fun forwards intended to amuse the reader.~~

~~(-) \_\_\_\_\_~~

Do not subscribe to the following through your District e-mail account:

- daily jokes,
- daily horoscopes,
- daily recipes,
- vacation information, or
- similar items of information or amusement.

~~(-) \_\_\_\_\_~~

Please use your own personal e-mail account for such items.

(X) Do not respond to chain letters via your District e-mail account. These letters often come from outside sources, which increase the risk of e-mail based virus infection. Such e-mails multiply exponentially and cost the District in terms of time, money and resources.

(X) Do not use your District e-mail account to communicate with friends and family throughout the workday, except in case of emergency ~~and when they cannot be reached by telephone.~~

#### B. Proper Use of the Distribution Lists in the District's Global Address Book

1. When using ~~an District-wide or building-wide~~ distribution lists, all members of that group should be intended targets. **Distribution lists are only to be used when it is necessary to convey information to every member of a group.** This includes all distribution lists.
2. It is your responsibility to know to whom your information will be sent if you choose to utilize a District-wide or building-wide distribution list. Descriptions of the groups are located on the District's Intranet ~~at \_\_\_\_\_~~ **[provide web address].**

#### ~~C. Use of Rule Generated Messages~~

~~If you are going to activate "out of the office" rules on your District e-mail account, you must follow the directions on the District Intranet at \_\_\_\_\_ [provide web address]. ( ) If you fail to follow the directions and that failure results in an Internet e-mail loop, you will be subject to possible suspension of e-mail privileges and/or discipline in accordance with Board policy.~~

#### ~~D. High Priority Messages~~

1. ~~High priority e-mails are only to be used in EMERGENCY situations! Other use is not permissible.~~
2. ~~BE AWARE that marking your e-mails high priority to create the "red" envelope just increases the load on the District's e-mail server and stops all other processes while the message is being delivered. If you want your e-mail envelope to be a different color, choose low priority and it will create a \_\_\_\_\_ (insert color of envelope) envelope.~~

#### E. Signature Blocks

1. E-mail messages from employees must contain the following signature block:

Employee's Name  
Position/Title  
Building; Address; -Phone Number (Building phone numbers should be used by teaching staff and support staff.)

**CONFIDENTIALITY NOTICE:** This message may contain confidential information, including, but not limited to, student personally identifiable information. Such information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, printing, distribution, or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you receive this e-mail message in error, please immediately notify me by telephone at \_\_\_\_\_ to arrange for the return of the original document to me. Please also delete the message from your computer. Thank you.

2. ~~Employees' signature blocks may not include quotes, regardless of the source (e.g. no quotes from famous historical figures, Biblical figures, or anyone else).~~

#### PUBLIC RECORD CONSIDERATIONS:\*

E-mail messages that are kept by the District and that serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District are public records, unless they meet one of the statutory exceptions, and must be maintained in accordance with the Board's Records Retention Policy and made available for inspection and/or copying by the public. The length of retention of an e-mail message is dependent upon its content and the purpose it serves. The content, transactional information, and any attachments associated with an e-mail message are considered a record if they meet the statutory criteria.

For the purposes of this guideline, there are four (4) categories of e-mail retention: non-record messages, transitory messages, intermediate messages, and permanent messages.

#### A. Categories of E-mail

##### 1. **Non-Record Materials**

E-mail messages that do not meet the definition of a public record may be deleted at any time unless they become part of some official record as a result of special circumstances or must be preserved pursuant to Policy 8315 - "Information Management" and AG 8315 - "Litigation Hold Procedure." These types of messages may include:

### *Non-District Publications*

Publications, promotional material from vendors, and similar materials that are "publicly available" to anyone are not official records unless specifically incorporated into other official records. In the electronic world, this includes listserv messages (other than those you post in your official capacity), unsolicited promotional material ("spam"), files copied or downloaded from Internet sites, etc.

These items may be immediately deleted, or maintained in a "Non-Record" mailbox and deleted later, just as you might trash the unwanted publication or promotional flyer.

## **2. Official Records - Retain As Required**

E-mail messages that meet the definition of a public record are official records and must be scheduled, retained and disposed of as such. These official records fall into the following categories:

### *a. Transient Retention*

Much of the communication via e-mail has a very limited administrative value. For instance, an e-mail message notifying employees of an upcoming meeting would only have value until the meeting has been attended or the employee receiving the message has marked the date and time in his/her calendar.

Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. The informal tone of transitory messages might be compared to communication that might take place during a telephone conversation or conversation in an office hallway. Transient documents include telephone messages, drafts and other limited documents that serve to convey information of temporary importance in lieu of oral communication. Transient documents should be retained in accordance with the Board's Records Retention Policy and the Board's Information Management Policy.

### *b. Intermediate Retention*

E-mail messages that have more significant administrative, legal and/or fiscal value but are not scheduled as transient or permanent should be categorized under other appropriate record series. These may include (but are not limited to):

1) General Correspondence: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to the District and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence Board/District policy).

Retention: (See Records Retention Policy; ex. one (1) year, then destroy).

2) Routine Correspondence: Referral letters, requests for routine information, or publications provided to the District, which are answered by standard form letters.

Retention: (See Records Retention Policy; ex. six (6) months, then destroy.)

3) Monthly and Weekly Reports: Document status of on-going projects and issues; advise supervisors of various events and issues.

Retention: (See Records Retention Policy and Information Management Policy).

4) Minutes of Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Retention: (See Records Retention Policy and Information Management Policy).

### *c. Permanent Retention*

E-mail messages that have significant administrative, legal and/or fiscal value and are scheduled as permanent also should be categorized under the appropriate record series. These may include (but are not limited to):

1) Executive Correspondence: Correspondence from the District Administrator, Treasurer, or another administrator that deals with significant aspects of the administration of their offices/buildings. Correspondence includes information concerning Board/District policies/guidelines, program, fiscal and personnel matters.

Retention: (See Records Retention Policy; and Information Management Policy).

2) Departmental/Building Policies and Procedures: Includes published reports, unpublished substantive reports, and policy studies.



Retention: (See Records Retention Policy and Information Policy).

Not all e-mail messages will fall into these record series. For more suggested retention periods, consult the Board's Records Retention Policy.

## B. Mailbox Management

### Guidelines and Best Practices for Managing E-Mail

#### 1. Record Copy E-Mail

E-mail users should be aware that e-mail messages are often widely distributed to a number of recipients. Determining which individual maintains the record copy of the message, i.e. the original message that must be retained per the retention schedule, is vital to e-mail management. If the holder of the record copy is not identified and aware of his/her responsibility, the District may find that no one retains the message or that everyone retains the message. Neither of these scenarios is appropriate.

For example, Board/District policy/guidelines documents that are transmitted to multiple recipients via an e-mail system need not be maintained by each recipient beyond his/her need for this information if record copy responsibility is established so that the record is maintained by some office, employee or agent for its established retention period. In this example, a logical record copy responsibility rests with the creator or original distributor of the policy/guideline document. Prompt deletion of duplicate copies of e-mail messages from an e-mail system makes the system as a whole much easier to manage and reduces disk space consumed by redundant information.

Generally speaking, the individual who sends an e-mail message should maintain the record copy of the message. However, the varied uses and wide distribution of e-mail may result in many exceptions to this rule that will have to be dealt with internally.

#### 2. Filing

Non-transitory e-mail messages should be filed in a way that enhances their accessibility and that facilitates records management tasks. The IT staff will advise users on the setup or modifying of e-mail systems to facilitate records management and appropriate filing systems. Procedures and systems configurations may vary according to the building's/users' needs and the particular hardware and software in use.

In addition to the IN and OUT boxes that come with your mail account, you usually have the option of creating other "mailboxes" or "folders". After brief periods in your IN-OUT boxes, messages should be transferred to other boxes, based on business and retention requirements.

Employees should be responsible for classifying messages they send or receive according to content, the District's folder/directory structure, and established records series.

#### 3. Distribution Lists

If you send to a "distribution list" (not a listserv, but a specified list of individuals), you must also keep a copy of the members of that list for as long as you are required to keep the message itself.

#### 4. Subject Lines

Fill in the subject line on your e-mail both to help your recipient identify and file messages, and to help you file your OUT box messages that must be retained for some period. Subject lines should be as descriptive as possible.

## C. Mailbox Maintenance and Cleanup

1. Each e-mail user is responsible for keeping his/her e-mail account at a manageable size.

2. ~~The maximum permissible total storage size for each user shall be \_\_\_\_\_.~~

3. ~~If you do not maintain your mailbox and permit its size to grow beyond the recommended levels, your mailbox could become corrupt. The District's staff is not responsible if the mailbox cannot be recovered due to the lack of user maintenance.~~

4. ~~Your District e-mail account is not meant to be a storage folder. Before developing your personal mailbox maintenance and cleanup procedure, you must review the District's Public Records Policy, Information Management Policy, and any accompanying administrative guidelines to these policies. Any questions regarding these policies should be directed to the District Administrator.~~



- ~~5. If you want to retain all e-mail items with your work records, you must implement a storage solution outside your e-mail account. Such records shall continue to be the Board's property and may not be removed from the Board's premises for any reasons. ( ) Solutions are available to you on the District Intranet at \_\_\_\_\_ [provide web address].~~

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Legal

Last Modified by Melanie Oppor on January 9, 2019



**Students choosing to excel; realizing their strengths.**

## **Custodial Evaluation Program**

**School District of Manawa  
800 Beech Street  
Manawa, WI 54949  
920-596-2525  
[www.manawaschools.org](http://www.manawaschools.org)**

*Approved by the Manawa Board of Education on*

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## Table of Contents

	Page
I. Overview.....	4
II. Components of the Custodial Performane Evaluation System (CPES).....	4
<i>Performance Rubrics/Standards</i> .....	4
<i>Growth Mindset-Goal Setting Reflection</i> .....	4
III. Rating Scale for Performance Standard Rubric.....	5
<i>Rating Scale</i> .....	5
<i>Rating Definitions</i> .....	5
IV. Performance Evaluation Cycles.....	5
<i>New Employees</i> .....	5
<i>Evaluation Process</i> .....	5-6
<i>Returning Employees</i> .....	6
<i>Evaluation Process</i> .....	6-7
<i>Performance Improvement Plan (PIP)</i> .....	7
<i>PIP Process</i> .....	7-8
V. MES Custodial Evaluation Rubric.....	9-13
VI. MS/HS Custodial Rubric.....	14-18

## I. Overview:

The primary purpose is to help custodians become more effective in their work. This performance program guide applies to the School District of Manawa (SDM) custodial staff. The purpose of this program is to create an opportunity for communication between the employee and his/her supervisor in order to:

- **Clarify Expectations:**
  - Recognize performance that meets or exceeds expectations.
  - Set work expectations (behavior, vital activities, and outcomes) for future performances.
- **Providing Feedback:**
  - Provide timely feedback to enable employees to better manage their performance.
- **Facilitating Collaboration:**
  - Providing a common language to discuss performance.
- **Driving Professional Development:**
  - Define areas for employee growth and development.
  - Allow for an individualized and specific performance improvement plan.

Periodic Feedback: Over the course of the year, the employee and the supervisor may meet informally or formally to review progress made to date on performance goals, address any old or new performance concerns, and adjust performance goals and timelines if appropriate.

This process reflects SDM's belief that everyone in our system plays a critical role in improving student outcomes. With an outstanding teacher in every classroom and excellent staff members throughout our schools, our students will graduate prepared for success in college, the workforce, and life.

## II. Components of the Custodial Performance Evaluation System (CPES):

The performance program guide is made up of the following components:

Performance Standards Rubric: Performance expectations are described in a rubric, divided into three (3) sections. These sections are: 1) Job Knowledge 2) Quality of Work 3) Effective Working Relationships. These expectations have been created for custodial employees and define the standard by which employee performance is to be measured. This will be the basis for the regular yearly performance feedback and may be provided at any time during the year, but at least once every year of employment.

Growth Mindset-Goal Setting Reflection: Annual goal(s) setting to promote a growth mindset is a part of the evaluation process.

### III. **Rating Scale for Performance Standards Rubric:**

Rating Scale: The performance evaluation form will contain a four-point scale and will have the following rating labels: Distinguished; Effective; Needs Improvement/Developing; Unacceptable. The “Not Applicable” rating may only be applied in a few instances where job responsibilities do not coincide with standards and an explanation must be provided whenever this is used. This terminology allows for more active reflection of performance.

#### Rating Definitions:

- Distinguished: This rating is given to an employee who consistently exceeds the job standards. This person is often called on to mentor or assists others.
- Effective: This rating is given to an employee who demonstrates a thorough understanding of the standards, practices the standards continuously, and works independently without constant supervision.
- Needs Improvement/Developing: This rating may be given for new, inexperienced (Developing), or to an employee who demonstrates a basic understanding of the standards (Needs Improvement) practices the standards inconsistently and/or needs some supervision.
- Unacceptable: This rating may be given for performance challenged employees who demonstrate limited or no understanding of the standard.

### IV. **Performance Evaluation Cycle:**

New Employees: For purposes of this program, one who is subject to this performance evaluation cycle will include a new employee who:

- Has no previous regular employment in the District within the job classification
- Is new to the District

All new employees will participate in the performance evaluation process within the probation period established for the employee’s job group. The purpose of the initial evaluation process is to provide evidence for continued employment, to set job expectations, and to provide meaningful feedback and support for the employee.

#### Evaluation Process:

1. Supervisor and Employee Initial Meeting: At the beginning of employment, the supervisor will meet with the employee to review the job description, daily job expectations, clarify roles and responsibilities, and explain the evaluation process. At this time, the supervisor will set initial goals.

2. Probation Period Feedback: By the end of the probationary period (*first 60 days of employment*), the employee and the supervisor will meet to review performance and progress made to date on initial goals. If performance is effective, the supervisor and employee will set new or update performance goals and mutually set a date for the next meeting/annual review. If performance is unacceptable, the supervisor may continue the probationary period up to but not to exceed another 60 days, or terminate employment.
3. Required Documentation: Performance information is to be included in the personnel file and will include the Assessment/Evaluation form with rubrics and any appropriate evaluative evidence.

**Returning Employees**: For purposes of this program, one who is subject to this performance evaluation cycle will include a current employee who:

- Has successfully completed the first year of employment
- Has not been placed on a Performance Improvement Plan (PIP.)

Employees will be formally reviewed at least one time per year of employment; however, the administration reserves its right to conduct formal performance evaluations as many times throughout the year, as the need arises. The purpose of the evaluation process is to provide feedback on performance, establish and monitor goals, to enhance professional growth, and to focus employee participation on creating a positive work environment.

**Evaluation Process**:

1. Supervisor and Employee Communication: At the beginning of the fiscal year (July), the supervisor and employee will communicate (i.e.: meeting, letter, email, phone, or in person) to review any new job expectations, and clarify any changes in roles and/or responsibilities.
2. Performance Evaluation: The supervisor will complete the evaluation with feedback from the employee and supported with evidence.

The evaluation form will include a rubric established for custodial personnel and any other feedback provided by the employee and/or from appropriate persons.

After the review discussion, the employee will acknowledge the contents of the evaluation by signing it. This signature does not imply agreement or disagreement but rather signifies receipt of the document. In case of disagreement, the employee may submit a written statement to the supervisor outlining the specific areas of disagreement. This statement will be attached to the evaluation form. Should the employee refuse to sign the evaluation, the unsigned evaluation will be submitted to the District Administrator with documentation that the employee refused to sign. The evaluation will be included in the employee's personnel file (See Due Process in the Support Staff Handbook for more details).

3. Placement decision: If performance expectations are attained, the employee will continue to be reviewed according to the established cycle. If the employee has not met the employment expectations, the supervisor may create a Performance Improvement Plan (PIP) or determine the employee's performance as unacceptable and recommend nonrenewal action to the District Administrator as allowable under the terms of employment.

### **Performance Improvement Plan (PIP):**

The PIP is designed to support an employee in addressing areas of concern through targeted supervision and additional resources. The desired outcome is the employee has improved job performance to the effective level.

An employee that displays deficiencies in performance may be placed on a Performance Improvement Plan at any time. An employee may request assistance with a plan at any time. A Performance Improvement Plan will be developed for one of the following reasons:

- Evidence of Unacceptable rating performance for one or more of the indicators
- Evidence of Needs Improvement rating performance for two or more of the indicators
- Evidence of Developing rating performance for three or more of the indicators

### **PIP Process:**

1. Review of Information: In all cases except self-referral, the evaluator will review performance and/or conduct an investigation of complaints, concerns, and document evidence of one indicator of an Unacceptable rating, two indicators of Needs Improvement rating, or three indicators of Developing rating in performance.
2. Notification: The evaluator will notify the employee in writing of a meeting and encourage the employee to have an advocate attend the meeting to discuss specific findings regarding the concerns and his/her intention to create a PIP.
3. Meeting between Principal/Designee and Employee: At the meeting, the evaluator and employee will discuss concerns, including resources or interventions that are available to assist the employee in addressing the concerns. The employee is encouraged to have an advocate to attend the meeting.
4. Performance Improvement Plan Development: A PIP will be developed by the evaluator, and will include a timeline for completion and review. A collaborative effort in developing the plan is desirable but not required. The plan will consist of:
  - Expected performance standards: Using the rubrics or stated expectations, the area(s) of concern/indicators of substandard performance will be identified.



- Evidence: examples of the employee’s substandard performance will be shared.
  - Timelines/Deadlines: A timeline/deadline to meet specific improvement goals/objectives, behaviors, standards, will be set in order to monitor progress and to revisit performance for improvement.
  - Strategies for Improvement: Suggested resources, tools, persons who may assist with performance
  - Follow-up steps: Set expectation and date for follow up. Also included will be the method(s) of evaluating if changes have occurred and a timeline for assessing the desired changes.
  - Stated consequence: Articulated consequences if the employee fails to attain and maintain the above standards up to and including termination of employment.
5. At the Completion of the Timeline: Prior to the evaluator making a final recommendation, the evaluator will meet with the employee to review progress made on the Performance Improvement Plan. The options for a final recommendation are:
- Sufficient improvement has been achieved. The employee is no longer on a Performance Improvement Plan and is rated Effective
  - The employee may be offered a second Performance Improvement Plan and is rated Needs Improvement
  - Little or no improvement has been achieved; the employee is rated Unacceptable. When the employee is rated Unacceptable, the employee will be recommended for dismissal.

Adapted from South Burlington School District, Vermont: Head Custodians, Custodial Staff, and Maintenance Performance Review Program  
<https://www.sbschools.net/cms/lib/VT01819219/Centricity/Domain/37/Custodian%20%20Performance%20Program%20Document%205.12.14doc.pdf>

## The School District of Manawa MES Custodial Evaluation Rubric

Employee Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

School Year: \_\_\_\_\_

Summative Evaluation:    **Distinguished**                      **Effective**                      **Needs Improvement/Developing**                      **Unacceptable**

Domain Areas	<b>Distinguished Indicators:</b> In addition to meeting the requirements for effective (4)	<b>Effective Indicators:</b> The expected level of performance (3)	<b>Needs Improvement/Developing Indicators: Needs Improvement Rating:</b> practices the standards inconsistently, demonstrates a basic understanding of the standards and/or needs some supervision; <b>Developing Rating:</b> new, inexperienced employees (2)	<b>Unacceptable Indicators:</b> Demonstrate limited or no understanding of the indicator (1)
<b>Demonstrates Job Knowledge:</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Shares knowledge and skills willingly with colleagues.	Perform job responsibilities independently.	Demonstrates basic knowledge to perform job duties; needs ongoing supervision/guidance	Unable to demonstrate sufficient knowledge/skill to perform assigned job duties.
	Always meets District's cleaning procedures.	Consistently meets District's cleaning procedures with rare deviation from the procedures.	Requires reminders to meet District's cleaning procedures	Requires daily/weekly follow-up to meet District's cleaning procedures.
<b>Provides Quality Work:</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

	Always completes assigned work at a high level in time provided, is efficient in work plan with rare issues.	Consistently completes all assigned work in the time provided.	Inconsistently completes all assigned work in the time provided and requires prompting and direct oversight.	Does not complete all assigned work in the time provided and requires daily/weekly prompting and direct oversight.
	<b>Floors:</b> All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	<b>Floors:</b> All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	<b>Floors:</b> Floors are inconsistently vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	<b>Floors:</b> Majority of floors have loose debris present/some appear not cleaned at all.
	<b>Bathrooms:</b> All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	<b>Bathrooms:</b> All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	<b>Bathrooms:</b> All fixtures are inconsistently clean with no buildup present anywhere, the odor is sometimes present, all supplies are inconsistently filled properly, vents and stall walls are inconsistently clean/dust free and trash is inconsistently emptied.	<b>Bathrooms:</b> Majority of bathrooms have significant issues with fixtures that have not been cleaned and buildup is present, odor could be present, trash present in cans, dust present on top of stalls/vents and supplies in numerous areas are not filled.
	<b>Classrooms:</b> All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	<b>Classrooms:</b> All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	<b>Classrooms:</b> Trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser but issues exist in classrooms where these tasks are being done on an inconsistent basis.	<b>Classrooms:</b> Majority of rooms have issues with trash in cans, some areas in the rooms seem undone with minimal service provided.
	<b>Entrances:</b> Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe	<b>Entrances:</b> Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill,	<b>Entrances:</b> Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and	<b>Entrances:</b> Majority of entrances have issues with trash in cans, some areas in the entrances seem undone with minimal service provided.

	<p>window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions</p>	<p>check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions.</p>	<p>empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions. Issues exist where these tasks are being done on an inconsistent basis.</p>	
	<p><b>Locker Room and Gym:</b> Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p><b>Locker Room and Gym:</b> Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p><b>Locker Room and Gym:</b> Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p><b>Locker Room and Gym:</b> Loose debris on all floors, trash is not emptied, supplies are not replenished, some areas in these areas seem undone with minimal service provided.</p>
	<p><b>Cafeteria:</b> Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p><b>Cafeteria:</b> Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p><b>Cafeteria:</b> Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p><b>Cafeteria:</b> Loose debris, food and/or spills present on the floor, trash could be present in cans, some tables could be in need of wiping down to be ready for use.</p>
	<p><b>Building Exterior:</b> Free of trash and debris on the ground, trash cans are emptied, mulch is present and</p>	<p><b>Building Exterior:</b> Free of trash and debris on the ground, trash cans are emptied, mulch is present and properly spread on the</p>	<p><b>Building Exterior:</b> Free of trash and debris on the ground, trash cans are emptied, mulch is present and properly spread on the playground,</p>	<p><b>Building Exterior:</b> Trash/debris is present on grounds, trash consistently present in a few cans, mulch is</p>

	properly spread on the playground, the playground is inspected for safety.	playground, the playground is inspected for safety.	the playground is inspected for safety. Issues exist where these tasks are being done on an inconsistent basis.	thin on the playground, safety concerns were not reported.
	<b>Custodial Closets:</b> Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.	<b>Custodial Closets:</b> Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.	<b>Custodial Closets:</b> Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled. Issues exist where these tasks are being done on an inconsistent basis.	<b>Custodial Closets:</b> Most are in need of cleaning/organizing.
	<b>Flexibility:</b> Always demonstrates flexibility with changes; asks pertinent questions and makes positive suggestions.	<b>Flexibility:</b> Consistently demonstrates flexibility with changes; seeks input as needed.	<b>Flexibility:</b> Inconsistently demonstrates flexibility with changes; open to suggestions or change; does not seek input.	<b>Flexibility:</b> Does not demonstrate flexibility with changes; not open to suggestions or change.
	<b>Equipment:</b> Always maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	<b>Equipment:</b> Consistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	<b>Equipment:</b> Inconsistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	<b>Equipment:</b> Does not maintain and appropriately operates equipment and does not anticipate the need for supplies and routine maintenance of equipment.
	<b>Safety Data Sheets:</b> Always maintains and organizes Safety Data Sheets (SDS) in a timely manner.	<b>Safety Data Sheets:</b> Consistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	<b>Safety Data Sheets:</b> Inconsistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	<b>Safety Data Sheets:</b> Does not maintain and organize Safety Data Sheets (SDS) in a timely manner.
<b>Maintains Effective Working</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

Relationships/ Teamwork:				
	Always collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Consistently collaborates and engages in meaningful, positive, timely, and effective communication with immediate supervisor.	Inconsistently collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Demonstrates poor communication/ interpersonal skills, and exhibits negative exchanges with the immediate supervisor.
	Always demonstrates a respectful and cooperative attitude toward others; communicates concerns, issues, and pertinent information that affects the District/building in an effective and timely manner to the immediate supervisor.	Often demonstrates a respectful and cooperative attitude toward others; often communicates concerns, issues, and pertinent information that affects the District/building in an effective and timely manner to the immediate supervisor.	Needs reminders to demonstrate a respectful and cooperative attitude toward others and to communicate concerns, issues, and pertinent information that affects the District/building in an effective and timely manner to the immediate supervisor.	Does not demonstrate a respectful and cooperative attitude toward others and rarely communicates concerns, issues, and pertinent information that affects the District/building in an effective and timely Manner to the immediate supervisor.

**Growth Mindset-Goal Setting**

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## The School District of Manawa MS/HS Custodial Evaluation Rubric

Employee Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

School Year: \_\_\_\_\_

Summative Evaluation:    **Distinguished**                      **Effective**                      **Needs Improvement/Developing**                      **Unacceptable**

Domain Areas	<b>Distinguished Indicators:</b> In addition to meeting the requirements for effective (4)	<b>Effective Indicators:</b> The expected level of performance (3)	<b>Needs Improvement/Developing Indicators: Needs Improvement Rating:</b> Practices the standards inconsistently, demonstrates a basic understanding of the standards and/or needs some supervision; <b>Developing Rating:</b> New, inexperienced employees (2)	<b>Unacceptable Indicators:</b> Demonstrate limited or no understanding of the indicator (1)
<b>Demonstrates Job Knowledge:</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Shares knowledge and skills willingly with colleagues.	Perform job responsibilities independently.	Demonstrates basic knowledge to perform job duties; needs ongoing supervision/guidance	Unable to demonstrate sufficient knowledge/skill to perform assigned job duties.
	Always meets District's cleaning procedures.	Consistently meets District's cleaning procedures with rare deviation from the procedures.	Requires reminders to meet District's cleaning procedures	Requires daily/weekly follow-up to meet District's cleaning procedures.
<b>Provides Quality Work:</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Always completes assigned work at a high level in time provided, is efficient in work plan with rare issues.	Consistently completes all assigned work in the time provided.	Inconsistently completes all assigned work in the time provided and requires prompting and direct oversight.	Does not complete all assigned work in the time provided and requires daily/weekly prompting and direct oversight.



	<b>Floors:</b> All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	<b>Floors:</b> All floors are vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	<b>Floors:</b> Floors are inconsistently vacuumed, swept, and/ or mopped and disinfected, including all area rugs, with no loose debris present.	<b>Floors:</b> Majority of floors have loose debris present/some appear not cleaned at all.
	<b>Bathrooms:</b> All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	<b>Bathrooms:</b> All fixtures are clean with no buildup present anywhere, no odor is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.	<b>Bathrooms:</b> All fixtures are inconsistently clean with no buildup present anywhere, the odor is sometimes present, all supplies are inconsistently filled properly, vents and stall walls are inconsistently clean/dust free and trash is inconsistently emptied.	<b>Bathrooms:</b> Majority of bathrooms have significant issues with fixtures that have not been cleaned and buildup is present, odor could be present, trash present in cans, dust present on top of stalls/vents and supplies in numerous areas are not filled.
	<b>Classrooms:</b> All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	<b>Classrooms:</b> All trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser.	<b>Classrooms:</b> Trash cans are emptied, window ledges/sills are bug and dust free, vents and air returns are dust free, clean & refill sanitizer/soap/paper towel dispenser, clean and wipe sinks, and clean & refill sanitizer/soap/paper towel dispenser but issues exist in classrooms where these tasks are being done on an inconsistent basis.	<b>Classrooms:</b> Majority of rooms have issues with trash in cans, some areas in the rooms seem undone with minimal service provided.
	<b>Entrances:</b> Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions	<b>Entrances:</b> Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions.	<b>Entrances:</b> Vacuum/sweep floor and rugs, clean light fixtures (inside and outside), replace bulbs if needed, wipe door, door frame, and handles, wash and wipe window glass and window sill, check and empty all garbage bins, check for insects, remove leaves and salt, , check doors for security, check utility cage for weeds or other obstructions. Issues exist where these tasks are being done on an inconsistent basis.	<b>Entrances:</b> Majority of entrances have issues with trash in cans, some areas in the entrances seem undone with minimal service provided.

	<p><b>Locker Room and Gym:</b> Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p><b>Locker Room and Gym:</b> Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied.</p>	<p><b>Locker Room and Gym:</b> Gym floor is clean, free of loose debris and spills are mopped up. Dry mop gym, clean under bleachers, wipe down bleacher seats. PE office is completely clean. Any weight room equipment is clean/dust free. Lockers are dust free. Locker room is clean: all fixtures are clean with no buildup present anywhere, no order is present, all supplies are filled properly, vents and stall walls are clean/dust free and trash is emptied. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p><b>Locker Room and Gym:</b> Loose debris on all floors, trash is not emptied, supplies are not replenished, some areas in these areas seem undone with minimal service provided.</p>
	<p><b>Cafeteria:</b> Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p><b>Cafeteria:</b> Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use.</p>	<p><b>Cafeteria:</b> Floors are swept, free of loose debris, free of spots and spills, trash cans are emptied and all tables are wiped clean and ready for use. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p><b>Cafeteria:</b> Loose debris, food and/or spills present on the floor, trash could be present in cans, some tables could be in need of wiping down to be ready for use.</p>
	<p><b>Building Exterior:</b> Free of trash and debris on the ground, trash cans are emptied.</p>	<p><b>Building Exterior:</b> Free of trash and debris on the ground, trash cans are emptied.</p>	<p><b>Building Exterior:</b> Free of trash and debris on the ground, trash cans are emptied. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p><b>Building Exterior:</b> Trash/debris is present on grounds, trash consistently present in a few cans.</p>
	<p><b>Custodial Closets:</b> Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.</p>	<p><b>Custodial Closets:</b> Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled.</p>	<p><b>Custodial Closets:</b> Floors are neat clean, the area is organized; 100% of all cleaning products are properly diluted and labeled. Issues exist where these tasks are being done on an inconsistent basis.</p>	<p><b>Custodial Closets:</b> Most are in need of cleaning/organizing.</p>

	<b>Flexibility:</b> Always demonstrates flexibility with changes; asks pertinent questions and makes positive suggestions.	<b>Flexibility:</b> Consistently demonstrates flexibility with changes; seeks input as needed.	<b>Flexibility:</b> Inconsistently demonstrates flexibility with changes; open to suggestions or change; does not seek input.	<b>Flexibility:</b> Does not demonstrate flexibility with changes; not open to suggestions or change.
	<b>Equipment:</b> Always maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	<b>Equipment:</b> Consistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	<b>Equipment:</b> Inconsistently maintains and appropriately operates equipment and anticipates needs for supplies and routine maintenance of equipment.	<b>Equipment:</b> Does not maintain and appropriately operates equipment and does not anticipate the need for supplies and routine maintenance of equipment.
	<b>Safety Data Sheets:</b> Always maintains and organizes Safety Data Sheets (SDS) in a timely manner.	<b>Safety Data Sheets:</b> Consistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	<b>Safety Data Sheets:</b> Inconsistently maintains and organizes Safety Data Sheets (SDS) in a timely manner.	<b>Safety Data Sheets:</b> Does not maintain and organize Safety Data Sheets (SDS) in a timely manner.
<b>Maintains Effective Working Relationships/ Teamwork:</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Always collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Consistently collaborates and engages in meaningful, positive, timely, and effective communication with immediate supervisor.	Inconsistently collaborates and engages in meaningful, positive, timely and effective communication with immediate supervisor.	Demonstrates poor communication/ interpersonal skills, and exhibits negative exchanges with the immediate supervisor.
	Always demonstrates a respectful and cooperative attitude toward others; communicates concerns, issues, and pertinent information that affects the District/building in an	Often demonstrates a respectful and cooperative attitude toward others; often communicates concerns, issues, and pertinent information that affects the District/building in an	Needs reminders to demonstrate a respectful and cooperative attitude toward others and to communicate concerns, issues, and pertinent information that affects the District/building in an effective and timely to the immediate supervisor.	Does not demonstrate a respectful and cooperative attitude toward others and rarely communicates concerns, issues, and pertinent information that affects the

	effective and timely manner to the immediate supervisor	effective and timely manner to the immediate supervisor,		District/building in an effective and timely manner to the immediate supervisor.
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**Growth Mindset-Goal Setting:** \_\_\_\_\_

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