
4. Review ag4231 and Related Professional Expectations Action _____ Table _____

5. Update Support Staff Handbook SY1819 Action _____ Table _____

6. Update Coaches Handbook SY1819 Action _____ Table _____

7. Policy & Human Resources Committee Planning Guide

8. Next Meeting Date: _____

Chair: _____ Date: _____ Adjourn Time: _____

Signature



Book	Policy Manual
Section	Special Release - Tech Update - Phase II
Title	Special Release - Tech Update - Phase II New CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Number	po8300
Status	Proposed to Policy & Human Resources Committee

8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and can minimize the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event has occurred. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review and revision of such a plan, is important for the overall District (X) and also for each school (~~-~~) and department in the District.

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life-cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District to the larger local community post-disaster.

The ~~District Administrator~~ Superintendent shall recommend the COOP for Board of Education review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws and accordingly no copies shall be provided for public review during the adoption process.

The District Administrator shall conduct:

(X) an annual

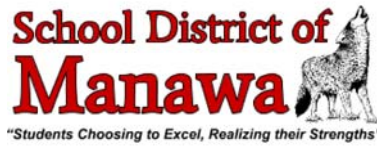
~~(-)~~ periodic

Review of the COOP.

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Book	Policy Manual
Section	Special Release - Tech Update - Phase II
Title	Special Release - Tech Update - Phase II New INFORMATION SECURITY
Number	po8305
Status	Proposed to Policy & Human Resources Committee

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider. Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District *Information Resources* (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use District *Technology Resources* (as defined in Bylaw 0100) and *Information Resources*.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/ information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (~~Form 7540-04F1~~) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District *Technology Resources* on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director ~~or Information Technology Department/Office~~.

The ~~District Administrator~~ ~~Superintendent~~ shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the ~~District Administrator~~ ~~Superintendent~~ is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally--identifiable information occurs.

The ~~District Administrator~~ ~~Superintendent~~ shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Confidential Data/ Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of *Information Resources*, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or AGs will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or AGs may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or AGs may be denied access to the District's *Technology Resources*.

The ~~District Administrator~~ ~~Superintendent~~ shall conduct

(X) an annual

~~() a periodic~~

assessment of risk-related to the access to and security of the data/information collected and retained by the District, as well as the viability of the continuity of organizational operations plan developed pursuant to Policy 8300.

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Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III Revised PERSONAL COMMUNICATION DEVICES
Number	po5136
Status	Proposed to Policy & Human Resources Committee

~~po~~5136 - **PERSONAL COMMUNICATION DEVICES**

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

{ DRAFTING NOTE: SELECT OPTION A OR OPTION B OR OPTION C OR OPTION D }

OPTION A

~~{ } While students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours, { } during after school activities (e.g., extra-curricular activities), { } and on school buses or other Board-provided vehicles. {END OF OPTION }~~

~~{ } However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. { } The use of a PCD to engage in non-education related communications is expressly prohibited. {END OF OPTION A }~~

OPTION B

~~{ X } Students may use personal communication devices (PCDs) before and after school, { X } during their lunch break, { X } in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, { X } during after-school activities (e.g., extra-curricular activities), { X } or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.~~

~~{ X } However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. { } The use of a PCD to engage in non-education related communications is expressly prohibited.~~

{END OF OPTION B }

OPTION C

~~{ } In order to avoid disruption of the educational environment and protect students' right of privacy, student use of personal communication devices (PCDs) is prohibited on school grounds during school hours, { } at after school activities (e.g., extra-curricular activities), and on school buses or other Board-provided vehicles.~~

~~{ } Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. { } The use of a PCD to engage in non-education related communications is expressly prohibited.~~

{END OF OPTION C }

OPTION D

~~{ } Students may not possess telephone paging devices (e.g., beepers or pagers) on school grounds, at school-sponsored events, and on school buses or other Board-provided vehicles. Students may not use personal communication devices (PCDs), during the school day { } while on school property, { } or during after school activities (e.g., extra-curricular activities).~~

~~When use of PCDs is prohibited the devices must be powered completely off (i.e. not just placed in vibrate or silent mode) and stored out of sight.~~

{END OF OPTION D }

~~For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), (-) telephone paging devices (e.g., beepers or pagers), (-) and/or other web-enabled devices of any type.~~ Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

~~[IF SCHOOL VEHICLES WAS NOT SELECTED IN OPTION A, INCLUDE THE FOLLOWING: (X)~~ Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles ~~(X)~~ or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the ~~bus driver~~, ~~(X)~~ classroom teacher, or ~~(X-)~~ sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. ~~[THIS LANGUAGE MAY ALSO BE USED IF OPTION B WAS SELECTED.]~~

~~Also, during~~ During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. ~~(X)~~ Students who violate this provision and/or use a PCD to violate the privacy rights of another person ~~(X)~~ shall ~~(-)~~ may have their PCD confiscated and held until ~~(-)~~ the end of the school day ~~(X)~~ a parent picks it up, ~~(X)~~ and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated ~~-~~ PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, ~~(-)~~ classrooms, ~~(-)~~ gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create, in the mind of another person, an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) 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, color, national origin, sex (including sexual orientation/transgender identity), ~~sexual orientation~~, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours ~~(X)~~ and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

[X] Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

[X] Students may use school phones to contact parents during the school day.

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Last Modified by Melanie Oppor on June 19, 2018

Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III Revised TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT
Number	po5136.01
Status	Proposed to Policy & Human Resources Committee

5136.01 - **TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT**

While in some instances the possession and use of technology resources (as defined in Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, ~~often~~ the possession and use of such technology resources and other equipment or devices by students at school ~~can~~ may also have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

[OPTION #1]

~~[] Consequently, the Board of Education will supply any technology resources and other electronic equipment or devices necessary for participation in the educational program. Students shall not use () or possess any technology resources and other electronic equipment or devices on school property or at any school sponsored activity without the permission of () the principal () the classroom teacher ()~~

Examples of prohibited devices **[INSERT THOSE ITEMS APPLICABLE TO YOUR DISTRICT; CONSIDER IN LIGHT OF DEVICES AUTHORIZED PURSUANT TO POLICY 5136 AND THE DEFINITION OF TECHNOLOGY RESOURCES IN BYLAW 0100]** include, but are not limited to

- A. ~~()~~ cameras (photographic and/or video);
- B. ~~()~~ laptops;
- C. ~~()~~ tablets (e.g., iPad like devices);
- D. ~~()~~ **smartphones;**
- E. ~~()~~ e-readers (e.g., Kindle like devices);
- F. ~~()~~ personal digital assistants (PDAs);
- G. ~~()~~ lasers;
- H. ~~()~~ laser pens or pointers;
- I. ~~()~~ radios;
- J. ~~()~~ "boom boxes";
- K. ~~()~~ headphones;
- L. ~~()~~ portable CD/MP3 players;
- M. ~~()~~ portable TV's;
- N. ~~()~~ electronic games/toys;
- O. ~~()~~ pagers/beepers, other paging devices;
- P. ~~()~~ _____;
- Q. ~~()~~ _____.

{END-OF-OPTION-1}
{OPTION-2}

~~{DRAFTING NOTE:—Option 2A restricts use for educational and instructional purposes, while Option 2B permits use during instructional time for educational or instructional purposes only, but permits use during non-instructional time for any use that is consistent with the District's acceptable use policy.}~~

~~{OPTION-2A}~~

~~[] Students may use the following technology resources and other electronic equipment/devices on school property only for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. **{delineate approved devices}**~~

~~{OPTION-2B}~~

[X] Students may use the following technology resources and other electronic equipment/devices during instructional time for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision, and may use these technology resources and other electronic equipment during non-instructional time, provided such use is consistent with the Policy 7540.03 Student Acceptable Use and Safety.

~~{after selection Option 2A or 2B, delineate approved devices}~~

- A. ~~() cameras (photographic and/or video),~~
- B. ~~() laptops,~~
- C. ~~() tablets (e.g., iPad-like devices),~~
- D. ~~() smartphones,~~
- E. ~~() e-readers (e.g., Kindle-like devices),~~
- F. ~~() personal digital assistants (PDAs),~~
- G. ~~() portable CD/MP3 players () with headphones,~~
- H. ~~() _____.~~

~~{END-OF-OPTION-2}~~

{OPTION-3}

[X] Students may use the following technology resources and other electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board (X) or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the ~~() bus driver,~~ (X) classroom teacher, (X) sponsor/advisor/coach, (X) building principal. **{delineate approved devices}**

- A. ~~() cameras (photographic and/or video),~~
- B. ~~() laptops,~~
- C. ~~() tablets (e.g., iPad-like devices),~~
- D. ~~() smartphones,~~
- E. ~~() e-readers (e.g., Kindle-like devices),~~
- F. ~~() personal digital assistants (PDAs),~~
- G. ~~() portable CD/MP3 players with headphones,~~
- H. ~~() electronic games/toys,~~
- I. ~~() _____.~~
- J. ~~() _____.~~

Distracting behavior that creates an unsafe environment will not be tolerated.

~~{END-OF-OPTION-3}~~

{OPTION-4}

~~[] However, the use of any communication functionality that is a part of or attached to the above approved technology resources and other electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer to peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's computer network.~~
~~{END OF OPTION 4}~~

{OPTION 5}

~~[] The preceding prohibitions do not apply to Board owned and issued laptops, tablets, e-readers, PDAs, or authorized assistive technology devices.~~
~~{END OF OPTION 5}~~

Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any ~~camera~~technology resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using technology resources, a camera, or other electronic equipment/device to: (1) 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 (including transgender identity, sexual orientation, and gender identity), ~~sexual orientation~~, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.

Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using ~~cameras~~technology resources and other electronic equipment/devices to capture, ~~or~~ record, ~~or~~ transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using ~~cameras~~technology resources and other electronic equipment and devices to capture, ~~or~~ record, ~~or~~ transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using ~~a camera~~technology resources or other electronic equipment/devices to capture, ~~or~~ record, ~~or~~ transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the building principal. ~~Cameras~~Technology resources and other electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, ~~(-) classrooms~~, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized technology resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

[X] If ~~a camera~~technology resources or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the conduct is referred to law enforcement officials or child services.

Any technology resources or other electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. ~~Electronic-Technology resources or other electronic~~ equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

Students are personally and solely responsible for the care and security of any technology resources and other electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

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Last Modified by Melanie Oppor on June 19, 2018



Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Number	po7540.03
Status	Proposed to Policy & Human Resources Committee

7540.03 - ~~STUDENT EDUCATION~~ TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. ~~The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District'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"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).~~

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

~~The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.~~

~~The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.~~

The First, the Board may not be able to technologically limit access to services through its Education Technology technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the ~~Education Technology~~District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. 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;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the ~~Network~~District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The ~~Technology Director~~District Administrator or _____ may temporarily or permanently unblock access to websites or online ~~education~~educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The ~~Technology Director~~District Administrator or _____ may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

~~The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.~~

~~Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.~~

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent in the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy, "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of ~~personal~~personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of ~~the Education Technology~~District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social ~~networking websites and media~~, including in chat rooms, and cyberbullying awareness and response. All ~~Internet~~users of District technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

[X] Beginning in grade three (3) students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. (X) Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

~~Students and staff members are responsible for good behavior when using District technology resources—i.e., behavior comparable to that expected of students when on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanctionapprove any use of the Education Technologyits technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.~~

~~[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]~~

[X] Students ~~shall not access social media for personal use from the District's network~~may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

~~(-), but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.~~

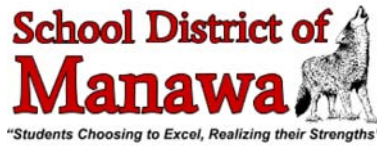
Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users ~~of the Board's Education Technology~~ are personally responsible and liable, both civilly and criminally, for uses of ~~the Ed Tech~~District technology resources that are not authorized by this ~~Board~~ policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director_____ as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of ~~the District's Education Technology~~District technology resources.

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- Legal
- 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
 - 47 C.F.R. 54.500 – 54.523

Last Modified by Melanie Oppor on June 19, 2018



Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III - Revised STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Number	po7540.04
Status	Proposed to Policy & Human Resources Committee

7540.04 - ~~STAFF EDUCATION~~ TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board ~~of Education~~ provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system ~~does do~~ not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. ~~This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02), network and Internet connection and online educational services ("Education Technology" or "Ed Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).~~

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff members are expected to utilize ~~Education Technology~~ District technology and information resources in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by ~~the Board's~~ policy Policy 2521 - Selection of Instructional Materials and Equipment on instructional materials.

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, ~~the Education Technology provides~~ District technology and resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

~~The First,~~ Board may not be able to technologically limit access to services through its ~~Education Technology~~ technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the ~~Education Technology~~District's technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The District Administrator or ~~Technology Director~~ _____ may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. **(X)** The ~~Technology Director~~District Administrator or _____ may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

Staff members ~~shall~~will participate in professional development programs in accordance with the provisions of this policy. Training may include topics such as~~shall include~~:

- A. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of ~~personal~~personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities while at school.

[X] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

~~{NOTE: NEOLA encourages District's to include training in professional development programs regarding the above mentioned items, due to the Children's Internet Protection Act requirement of staff members to provide instruction to students regarding appropriate technology.}~~

Building Principals are responsible for providing training so that Education Technology users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the ~~Education Technology~~District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social ~~networking websites and in media, including~~ chat rooms and cyberbullying awareness and response. All ~~Internet users~~users of District technology resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

[X] Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, ~~and their~~ parents, and other staff members.

[X] With prior written approval requested at least two weeks in advance from the ~~Technology Director~~District Administrator or _____, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

~~Staff members are responsible for good behavior when using the Board's Education Technology just as District technology and information resources—i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanctionapprove any use of the Education Technologytechnology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.~~

~~{NOTE: If language about social media is added to Policy 7540, choose the appropriate option to match that language}~~

[X] Staff members may only use District technology resources to access or use social media if it is done for educational or business-related purposes~~shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.~~

~~{ } Staff members shall not access social media from the District's network for either personal or educational use.~~

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users ~~granted access to the Internet through the Board's Education Technology~~ are personally responsible and liable, both civilly and criminally, for uses of ~~the Ed-Tech~~ District technology and information resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director _____ as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of ~~the District's Education Technology~~ District technology and information resources.

~~[OPTIONAL]~~

[X] Social Media Use

An employee's personal or private use of social media, ~~such as Facebook, Twitter, MySpace, blogs, etc.,~~ may have unintended consequences. While the Board respects its employees' First Amendment Rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

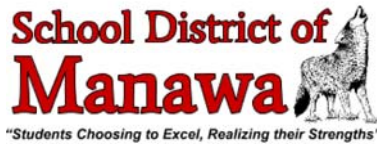
Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

~~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 (2003).
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
20 U.S.C. 6777, 9134 (2003).
47 C.F.R. 54.500 – 54.523

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Legal	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 (2003)
	18 U.S.C. 2256
	18 U.S.C. 1460
	18 U.S.C. 2246
	20 U.S.C. 6777, 9134 (2003)
	47 C.F.R. 54.500 – 54.523

Last Modified by Melanie Oppor on June 20, 2018



Book Policy Manual
Section Special Release - Tech Update - Phase III
Title Special Release - Tech Update - Phase III Revised DISTRICT-ISSUED STAFF E-MAIL ACCOUNT
Number po7540.06
Status Proposed to Policy & Human Resources Committee

7540.06 - DISTRICT-ISSUED STAFF E-MAIL ACCOUNT ~~ELECTRONIC MAIL~~

Staff

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents and community members ~~as an official business tool.~~

When available, the District's e-mail system must be used by employees for any official District e-mail communications. ~~(-) Personal e-mail accounts on providers other than the District's e-mail system~~

- ~~(-) may be blocked at any time~~
- ~~(-) shall be blocked~~

~~due to concerns for network security, SPAM, or virus protection arise. Furthermore,~~ District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff may shall not work-related emails ~~send or forward mass e-mails, even if the e-mails concern District business,~~ without prior approval of the

- ~~(-) Technology Director.~~
- ~~(-) site administrator.~~

(X) Building Principal for school-related information or the District Administrator for district-wide information ~~(-) (other).~~

District staff may join listservs or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District, ~~(-) provided these list-servs or other e-mail services do not exceed the staff member's e-mail storage allotment. Staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's technology coordinator (IT staff). Similarly, if a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her building principal or the District's (-) technology coordinator (-) IT staff. The (-) If a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her building principal or the District's (-) Technology Director (-) IT staff. The~~

- ~~(-) Technology Director~~
- ~~(-) site administrator~~
- ~~(-) _____ (other)~~

~~is authorized to block e-mail from list servs or e-mail services if the e-mails received by the staff member(s) (-) become excessive (-) regularly exceed _____ megabytes.~~

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 - Information Management), and purging all other e-mails that have been read. ~~If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's (-) Technology Coordinator (-) IT staff.~~

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records, or education records if their content includes personally identifiable information about a student. E-

mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records ~~should~~must be maintained pursuant to Policy 8330 – Student Records. Finally, e-mails may constitute electronically stored information ("ESI") that may be subject to a ~~Litigation Hold~~litigation hold pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records or a duly served discovery request.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a ~~Litigation Hold~~litigation hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a ~~Litigation Hold~~litigation hold shall be retained.

~~[] E-mail retention is the responsibility of the individual e-mail user. Users must comply with District guidelines for properly saving/archiving e-mails that are public records, student education records, and/or subject to a litigation hold. E-mails sent or received using the District's e-mail service () are automatically retained () may only be retained for _____ [e.g., thirty (30)] days on the server. This retention is for disaster recovery and not to provide for future retrieval. The District does not maintain a central or distributed e-mail archive of e-mail sent and/or received. Any questions concerning e-mail retention should be directed to the () Technology Director () site administrator () _____ (other).~~

The District maintains archives of all e-mails sent and/or received by users of the District's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the District server to their District e-mail account so that these records are also archived for future retrieval, if necessary.

Unauthorized E-mail

The Board does not authorize the use of its ~~proprietary computers and technology resources, including its~~ computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

~~The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.~~

Authorized Use and Training

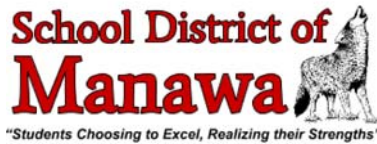
Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting Form 7540.04 F1 annually.

Furthermore, staff and Board members using the District's e-mail system shall satisfactorily complete training , pursuant to Policy 7540.04, regarding the proper use and retention of e-mail annually.

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Legal

Last Modified by Melanie Oppor on June 20, 2018



Book	Policy Manual
Section	Special Release - Tech Update - Phase III
Title	Special Release - Tech Update - Phase III New DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT
Number	po7540.07
Status	Proposed to Policy & Human Resources Committee

7540.07 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system

may be blocked at any time

~~shall be blocked~~

if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the

~~Technology Director.~~

~~site administrator.~~

Building Principal _____ (other).

Students may join listservs or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the listservs or other e-mail services do not become excessive ~~exceed the students' individual e-mail storage allotment. If a student is unsure whether s/he has adequate storage or should subscribe to a listservs or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the District's Technology Director IT staff.~~ The

Technology Director

~~site administrator~~

~~_____ (other)~~

is authorized to block e-mail from list-servs or e-mail services, ~~if the e-mails received by the student becomes excessive regularly exceed _____ megabytes.~~

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or

through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting the Acceptable Use and Safety form ~~Form 7540.03-F1~~ ~~(-)~~ annually.

Furthermore, students using the District's e-mail system shall receive ~~satisfactorily complete~~ training **(X)**, pursuant to Policy 7540.03, regarding the proper use of e-mail **(X)** annually.

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Book AG 1st Draft Clean
Section 4000 Support Staff
Title PHYSICAL EXAMINATION
Number ag4160A
Status First Reading

4160A - PHYSICAL EXAMINATION

- A. After the District makes a conditional offer of employment, each **full-time** support staff member shall be asked to take a physical examination from a physician designated by the Board.
- B. The District will pay for the cost of this required, post-offer examination, when performed by a District-assigned physician.
- C. Written evidence of good physical and mental health **may be required periodically** by the District from a physician of the District's choosing with the District assuming the expense of such an examination when there is a reasonable basis to suspect that a mental or physical condition is adversely affecting performance.

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Book AG 1st Draft Clean
Section 4000 Support Staff
Title PHYSICAL EXAMINATION
Number ag4160A
Status First Reading

4160A - PHYSICAL EXAMINATION

- A. After the District makes a conditional offer of employment, each ~~full-time~~ support staff member shall be asked to take a physical examination from a physician designated by the Board.
- B. The District will pay for the cost of this required, post-offer examination, when performed by a District-assigned physician.
- C. Written evidence of good physical and mental health may be required ~~may be required periodically~~ by the District from a physician of the District's choosing with the District assuming the expense of such an examination when there is a reasonable basis to suspect that a mental or physical condition is adversely affecting performance.

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	EVALUATION
Number	ag4220
Status	First Reading

4220 - **EVALUATION**

Evaluations of the support staff members shall meet the following conditions:

A. Evaluations are conducted annually.

The evaluation will identify areas of strength as well as areas for improvement.

The employee's performance ~~with~~ regard to District expectations, as outlined in the job description, will be reviewed and used as the basis for whether the administrator or supervisor will recommend the support staff employee for a Board-approved wage increase.

The employee's performance will regard to District expectations, as outlined in the job description, will be reviewed and used as the basis for whether the administrator or supervisor will recommend to the Board of Education continued employment.

All support staff are considered at-will employees.

B. Factors hindering achievement of job objectives are clearly defined and agreed upon by the evaluator and evaluatee.

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Book	AG 1st Draft Clean
Section	4000 Support Staff
Title	EVALUATION
Number	ag4220
Status	First Reading

4220 - **EVALUATION**

Evaluations of the support staff members shall meet the following conditions:

A. Evaluations are conducted annually.

The evaluation will identify areas of strength as well as areas for improvement.

The employee's performance with regard to District expectations, as outlined in the job description, will be reviewed and used as the basis for whether the administrator or supervisor will recommend the support staff employee for a Board-approved wage increase.

The employee's performance with regard to District expectations, as outlined in the job description, will be reviewed and used as the basis for whether the administrator or supervisor will recommend to the Board of Education continued employment.

All support staff are considered at-will employees.

B. Factors hindering achievement of job objectives are clearly defined and agreed upon by the evaluator and evaluatee.

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Book AG 1st Draft Clean
Section 9000 Relations
Title COMPLAINT REVIEW COMMITTEE PROCEDURES
Number ag9130
Status First Reading

9130 - COMPLAINT REVIEW COMMITTEE PROCEDURES

The following procedures should be used by committees formed to review complaints concerning instructional materials.

A. Robert's Rules of Order shall be followed for conducting meetings.

A chairperson and a secretary will be selected by the Curriculum Director prior to the initial meeting.

First Meeting:

Copies of the petitioner's complaint are distributed.

Copies of the material being challenged are distributed.

Relevant materials concerning the issue are made available.

The petitioner may make an oral presentation of not more than fifteen (15) minutes.

District staff may make an oral presentation of not more than fifteen (15) minutes.

The chairperson directs each committee member to review the complaint carefully and be prepared to vote on the issue at the second meeting.

Second Meeting:

Committee discussion will be led by the chairperson.

The petitioner may be present to observe, but may not participate in the deliberations.

The vote of a simple majority of those present entitled to vote will determine the resolution of the complaint.

~~Only members who have read or viewed the material in its entirety may vote.~~

Balloting will be written and confidential.

The vote will then be forwarded to the District Administrator for his/her review and decision.

Minutes of each meeting will be kept by the secretary and distributed to the petitioner, the committee, the Curriculum Director and the District Administrator.

The petitioner may appeal the decision of the committee to the Board, who will have access to all materials made available to the committee as well as to the minutes of each meeting.

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Book AG 1st Draft Clean
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Book AG 1st Draft Clean
Section 9000 Relations
Title CUSTOMER SERVICE
Number ag9190
Status First Reading

9190 - CUSTOMER SERVICE

The following guidelines should be followed whenever students are involved in vocational programs which involve providing services to people in the community:

General Provisions

- The customer will be given an estimate of the costs, in advance of the work, except for standardized cost services.
- A signed Customer Service Agreement and/or work order must be on file and if practicable, a copy of the agreement shall remain with the job.
- The instructor will note pertinent information about the service item upon receipt of the order.
- No item will be released to the customer before the total invoice is paid in full. Arrangements should be made to have work picked up after notification of project completion.
- The Building Principal must approve the scheduling of all customer service work.

Fee Schedule

- All parts and materials furnished by the school will be invoiced at current list price plus State sales tax.
- Customer service fees will be determined by the instructor with approval by the Building Principal.
- A fee may be added when special equipment is needed to complete the order properly.
- The instructors, after consultation with the Building Principal, may quote a job at a special rate if it is determined that the job is an unusually good training experience or requires additional time in the lab. The adjusted rate shall be noted on the Work Order.
- The normal customer service fee may be waived with a donation of materials and/or equipment of a comparable value, with the approval of the Business Manager.

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Last Modified by Melanie Oppor on June 14, 2018



Book AG 1st Draft Clean
 Section 9000 Relations
 Title CUSTOMER SERVICE
 Number ag9190
 Status First Reading

9190 - CUSTOMER SERVICE

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General Provisions

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Last Modified by Melanie Oppor on June 18, 2018



Book AG 1st Draft Clean
Section 9000 Relations
Title DISTRICT-SUPPORT ORGANIZATIONS
Number ag9211
Status First Reading

9211 - DISTRICT-SUPPORT ORGANIZATIONS

In accordance with Board policy, all District-support organizations, including parent associations, booster clubs, and the like, are to abide by the following guidelines.

Bylaws of the organization clearly state:

1. the purpose of the organization must be to benefit the students of the District;
2. the name of the organization;
3. the procedure for the election of officers and the length of terms;
4. provisions for student and staff involvement which are to include that a District administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the District Administrator.

~~(-) Each organization, by no later than _____ of each year, submit its plan for any and all fund-raising activities to include the following:~~

- ~~1. the purpose of each fund-raising activity~~
- ~~2. the fund-raising procedure~~
- ~~3. the bookkeeping procedure that will be used~~
- ~~4. designation of a fiscal officer for the organization who will be responsible for the accounting of funds~~
- ~~5. assurance that none of the proceeds from a fund-raiser are commingled with a student activity account~~
- ~~6. agreement that none of the activities involve the use of public funds~~
- ~~7. a guarantee that funds will be used in ways that are consistent with the purpose of the organization and that at least _____ percent (____%) of all collected funds will be spent on student activities connected with the District~~
- ~~8. agreement that any purchases made by the organization are not represented as District expenditures and do not use identification numbers of the District such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like~~
9. Each organization will provide assurance any fundraisers that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules

Further, ~~if approved,~~ assurance that fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day (not in direct competition with the sale of reimbursable meals).

Each organization agrees that any donations made to the District shall be done in accordance with Board Policy 7230 and the accompanying guidelines.

Each organization agrees to abide by the policies and guidelines established for use of District facilities and grounds.

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Book AG 1st Draft Clean
 Section 9000 Relations
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- ~~1. the purpose of each fund raising activity~~
- ~~2. the fund raising procedure~~
- ~~3. the bookkeeping procedure that will be used~~
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- ~~5. assurance that none of the proceeds from a fund raiser are commingled with a student activity account~~
- ~~6. agreement that none of the activities involve the use of public funds~~
- ~~7. a guarantee that funds will be used in ways that are consistent with the purpose of the organization and that at least _____ percent (____%) of all collected funds will be spent on student activities connected with the District~~
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Last Modified by Melanie Oppor on June 18, 2018



Book AG 1st Draft Clean
Section 9000 Relations
Title HOME-BASED PRIVATE EDUCATION STUDENTS
Number ag9270
Status First Reading

9270 - HOME-BASED PRIVATE EDUCATION STUDENTS

The District has established the following requirements and limitations to home education:

Participation in School

A student receiving Home-Based private education may attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two (2) courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

Assessment

The District strongly recommends that the parent maintain a record of the program of instruction including assessment of what has been learned. This documentation will be important if the child wished to re-enroll in a District school. Such a record could include:

- A. resources and books used in the course;
- B. the number of hours devoted to each course of study (800 hours minimum);
- C. courses of study completed;
- D. a portfolio of work done;
- E. examples of tests and test scores;
- F. standardized test scores demonstrating the student's ability.

The District shall not administer statewide examinations/assessments to students receiving a Home-Based private education, including those enrolled in the District for two (2) or fewer classes per day. The District shall not pay for any standardized testing of students not enrolled in the School District.

The District may permit the home-based student to take local District achievement/ability tests normally given at each grade by the District. This may be done on a fee basis, as determined at the time of the parent request. It is the parent's responsibility to make the appropriate arrangements with the school principal.

Re-Enrollment in School

If a parent wishes to have his/her child return to a District school, s/he must follow normal enrollment guidelines. The conditions and assessment procedures described in AG 5463 - Student Transfer from a Nonpublic School will apply.

In grades 9-12, if the student wishes to enroll, the parent should provide an academic assessment report for each class taken at home. In addition, the school will need the grades from the last public or private school attended prior to home-based education. Athletic eligibility will be determined by WIAA guidelines and District athletic policy.



Book	AG 1st Draft Clean
Section	9000 Relations
Title	HOME-BASED PRIVATE EDUCATION STUDENTS
Number	ag9270
Status	First Reading

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In grades 9-12, if the student wishes to enroll, the parent should provide an academic assessment report for each class taken at home. In addition, the school will need the grades from the last public or private school attended prior to home-based education. Athletic eligibility will be determined by WIAA guidelines and District athletic policy.

Students are encouraged to enroll at the beginning of a semester.

All home-based, private education courses will be given a grade of P/F (Pass/Fail) and transcripts will denote home education with P/F grades and "credits" assigned by the parents.

The student's grade-point average will be established only after s/he has completed two consecutive semesters of attendance at the high school. To be eligible for awards such as ~~Valedictorian or Salutatorian~~, Distinguished Scholar, National Honor Society, etc., the student must be enrolled for consecutive semesters prior to the second semester of the senior year.

If the student wishes to graduate, s/he must meet the requirements specified in Board Policy 5460 and graduation guidelines of the high school.

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Book AG 1st Draft Clean
Section 9000 Relations
Title ADMISSION OF STUDENTS FROM NONAPPROVED SCHOOLS
Number ag9270A
Status First Reading

9270A - ADMISSION OF STUDENTS FROM NONAPPROVED SCHOOLS

The following guideline applies to students who are transferring from a home-school, nonchartered religious school, or foreign school. It does not apply to any school that has been approved or licensed by a State educational agency.

General Procedures:

- A. The parent is to submit to the Building Principal written notification of the intent to enter the school no later than 5 days prior to the expected date of enrollment.
- B. The Building Principal is responsible for conducting a thorough placement study including an assessment of current learnings relative to each course of study (see AG 5463). The placement study should also include a review of information provided by the parent such as student achievement data, standardized test scores, topics studied, resources used, and samples of student work and accomplishments. It should also include a comparison with the criteria established for private schools under Wis. Statute 118.165. No student is to be placed in any school or grade without a written placement review.
- C. A final meeting with the parent and student shall be scheduled to review the District's assessment results, establish credits (if applicable), and discuss placement.
- D. In the event the advance notice is not provided, a temporary placement decision may be made by the Building Principal while the placement review is conducted. The parent is to be informed of the District's placement review procedure.
- E. Prior to placement, the parent must complete normal enrollment procedures as outlined in AG 5111.
- F. A review of student progress shall be conducted by the Building Consultation Team at the end of the quarterly grading periods to evaluate the effectiveness of the placement decision.
- G. A parent may request, during the placement procedure, that his/her child participate in special education programming. If so, the District's special education identification and evaluation procedure is to be followed. If there is no conclusive evidence that special education testing should be initiated or if the student does not qualify, the 504 evaluation procedure (AG 2260) may be applicable or the Building Consultation Team may be notified prior to student placement.
- H. If the District's assessment of a student indicates mastery of curriculum objectives that far exceed the normal age/grade placement, and whose standardized test scores indicate qualification for gifted education, s/he may be referred to the Building Consultation Team for placement.

Admission to Kindergarten Through Grade Eight

Placement into a grade shall be made in accordance with the following:

- A. age appropriateness
 - B. data resulting from the assessment procedure described in AG 5463 - Student Transfer from Nonaccredited Schools
 - C. results of the examination of the student's most recent annual academic assessment report which shall include one (1) of the following:
 - 1. data resulting from the assessment procedure described in AG 5463 - Student Transfer from Nonaccredited Schools
 - 2. results of a nationally-normed, standardized achievement test
 - 3. written narrative indicating that a portfolio of the student's work has been reviewed and his/her academic progress for the year is in accordance with the student's abilities
- and the District's applicable courses of study

- D. review of previous regular education program records, if any, to check last grade placement
- E. results of universal screeners or competency tests at the appropriate grade level(s) to measure achievement of performance objectives in each applicable subject

Admission to Grades Nine Through Twelve

Placement into a grade shall be made on the basis of credits earned. Placement into each subject (e.g. English) shall be made based on:

- A. age appropriateness;
- B. data resulting from the assessment procedure described in AG 5463- Student Transfer from Nonaccredited Schools;
- C. results of examination of the student's most recent annual academic assessment report which shall include one (1) of the following:
 - 1. results of a nationally normed, standardized achievement test in the subject area
 - 2. a portfolio of the student's work that demonstrates s/he has developed the knowledge and skills at the previous grade level to the one the student should be placed in based on his/her age
- D. review of previous regular education program records, if any, to check last grade placement;
- E. results on the appropriate universal screeners, competency tests or normed, criterion-references test in the subject area, if applicable to the grade placement.

Procedures for Receiving Credits/Grades

Students shall receive credit for their academic work on the following basis to:

A. receive credit in language arts, social studies, mathematics, and/or science, the student must:

- 1. ~~() receive a raw score equivalent to the _____ percentile on a nationally normed, criterion-referenced test in the specific subject.~~
- 2. receive a passing grade in the final examination in the subject, plus satisfactory completion of any academic projects student must complete demonstrating competence in the subject area.

The student will have only one (1) opportunity to take the appropriate test(s). The student must complete the test(s) within 5 days from the date of enrollment and any projects by no later than _____.

B. receive credit in courses other than language arts, social studies, mathematics, and/or science, the student must demonstrate proficiency as determined by the building administrator and the teacher of the course ~~[teacher or department chairperson].~~

In accordance with Board Policy 5463, no letter or number grades will be recorded for courses for which credit is granted. Credit will be issued on a pass/fail (P/F) basis and the transcript will indicate "home-school" credit. The credit will be recognized for high school graduation requirements. Students entering school at any point following the conclusion of the first grading period will be evaluated on a pass/fail basis for competency in the coursework dealt with during the grading period(s).

The maximum number of credits a student may receive for each year of academic study is 8 credits which is equivalent to the maximum number of credits a student may earn while attending the high school.

Procedures for Determining Grade Point Average (GPA)/Class Rank/Transcripts

A. Students entering the high school shall have no established grade point average (GPA) ~~or class rank~~ until they have completed two semesters.

B. Inclusion of the student in graduation honors such as The Laude System ~~Valedictorian~~ shall occur if the student has been enrolled for two consecutive semesters.

~~() and at least _____% of the credits required for graduation have been earned at the high school.~~

Graduation and Commencement Exercises

Before a diploma will be presented, the student must meet all of the Board's graduation requirements.

For a student to qualify for participation in the commencement exercises, s/he must be enrolled in the high school for _____, ~~() the entire year~~ one (1) semester. Note: Don't make this any different than for students transferring in from another public school.



Book AG 1st Draft Clean
 Section 9000 Relations
 Title ADMISSION OF STUDENTS FROM NONAPPROVED SCHOOLS
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- B. () data resulting from the assessment procedure described in AG 5463 - Student Transfer from Nonaccredited Schools
- C. () results of the examination of the student's most recent annual academic assessment report which shall include one (1) of the following:

1. () data resulting from the assessment procedure described in AG 5463 - Student Transfer from Nonaccredited Schools
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3. () written narrative indicating that a portfolio of the student's work has been reviewed and his/her academic progress for the year is in accordance with the student's abilities

() and the District's applicable courses of study

D. () review of previous regular education program records, if any, to check last grade placement

E. () results of universal screeners or competency tests at the appropriate grade level(s) to measure achievement of performance objectives in each applicable subject

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B. () data resulting from the assessment procedure described in AG 5463- Student Transfer from Nonaccredited Schools;

C. () results of examination of the student's most recent annual academic assessment report which shall include one (1) of the following:

1. () results of a nationally normed, standardized achievement test in the subject area

2. () a portfolio of the student's work that demonstrates s/he has developed the knowledge and skills at the previous grade level to the one the student should be placed in based on his/her age

D. () review of previous regular education program records, if any, to check last grade placement;

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In accordance with Board Policy 5463, no letter or number grades will be recorded for courses for which credit is granted. Credit will be issued on a pass/fail (P/F) basis and the transcript will indicate "home-school" credit. The credit will be recognized for high school graduation requirements. Students entering school at any point following the conclusion of the first grading period will be evaluated on a pass/fail basis for competency in the coursework dealt with during the grading period(s).

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~~() and at least _____% of the credits required for graduation have been earned at the high school.~~

Graduation and Commencement Exercises

Before a diploma will be presented, the student must meet all of the Board's graduation requirements.

For a student to qualify for participation in the commencement exercises, s/he must be enrolled in the high school for _____ ~~() the entire year~~ one (1) semester. ~~Note: Don't make this any different than for students transferring in from another public school.~~

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Last Modified by Melanie Oppor on June 18, 2018



Book AG 1st Draft Clean
Section 9000 Relations
Title FUND-RAISING BY CHARITABLE ORGANIZATIONS
Number ag9700
Status First Reading

9700 - FUND-RAISING BY CHARITABLE ORGANIZATIONS

Charitable organizations are defined as any benevolent, philanthropic, patriotic, not-for-profit or eleemosynary ~~[-] charitable~~ group, association, corporation, or organization proposed to be such, which solicits and collects funds for charitable purposes.

The following criteria will be used in order to ensure equitable consideration of all requests by charitable organizations or groups to solicit funds on District premises. In this context, fund-raising shall also include solicitation of clothing, foodstuffs, or other products.

The purpose of the fund-raising is to help alleviate an economic, health, cultural, educational, or social need in the school community area.

~~(-) A minimum of _____% of the funds the organization collects in the District are spent within the
(-) community;
(-) communities served by the District;
(-) boundaries of the District;
(-) or the _____.~~

The organization and/or the disbursement of funds are managed by residents of the District.

The funds are not used for religious or political purposes.

The organization has a definite plan for the collection and distribution of funds.

The percentage of funds collected and used for administrative expenses and/or compensation for solicitors does not exceed 10%.

~~Regardless of how worthy the purpose of the fund-raising may be or how well the organization meets the criteria, the number of requests that may be approved in any given school year is as follows:~~

~~(-) _____ (number) that involve the time of any staff member
(-) _____ (number) that involve only canisters or similar collection devices~~

The Principal shall develop a procedure which each approved organization is to follow to solicit and collect funds within the building or on the premises. The procedure is to ensure that:

~~(-) students are not involved in the
(-) solicitation
(-) collection
of funds;~~

there is no disruption of the school program;

no funds are left in the building

overnight;

in an unsecured area.

Each requesting organization shall complete an application form provided by the District which shall include:

- A. the names and addresses of the organization and the persons involved;
- B. the dates and times of solicitation;
- C. where solicitation will take place;
- D. proof that the organization is charitable;

E. proof of compliance with the percentage limitation for administrative and solicitation expenses.

These guidelines shall apply to all fund-raising activities other than approved student fund-raising activities and those approved for District-related organizations.

Legal

Last Modified by Melanie Oppor on June 14, 2018



Book AG 1st Draft Clean
 Section 9000 Relations
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The following criteria will be used in order to ensure equitable consideration of all requests by charitable organizations or groups to solicit funds on District premises. In this context, fund-raising shall also include solicitation of clothing, foodstuffs, or other products.

) The purpose of the fund-raising is to help alleviate an economic, health, cultural, educational, or social need in the school community area.

~~(-) A minimum of _____% of the funds the organization collects in the District are spent within the
 (-) community;
 (-) communities served by the District;
 (-) boundaries of the District;
 (-) or the _____.~~

) The organization and/or the disbursement of funds are managed by residents of the District.

) The funds are not used for religious or political purposes.

) The organization has a definite plan for the collection and distribution of funds.

) The percentage of funds collected and used for administrative expenses and/or compensation for solicitors does not exceed 10%_____.

~~Regardless of how worthy the purpose of the fund-raising may be or how well the organization meets the criteria, the number of requests that may be approved in any given school year is as follows:~~

~~(-) _____ (number) that involve the time of any staff member
 (-) _____ (number) that involve only canisters or similar collection devices~~

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~~(-) students are not involved in the
 (-) solicitation
 (-) collection
 _____ of funds;~~

) there is no disruption of the school program;

) no funds are left in the building

) overnight;

) in an unsecured area.

- A. the names and addresses of the organization and the persons involved;
- B. the dates and times of solicitation;
- C. where solicitation will take place;
- D. proof that the organization is charitable;
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These guidelines shall apply to all fund-raising activities other than approved student fund-raising activities and those approved for District-related organizations.

Legal

Last Modified by Melanie Oppor on June 18, 2018



Book	Policy Manual
Section	0000 Bylaws
Title	BYLAWS AND POLICIES
Number	po0131.1
Status	Active
Adopted	April 25, 2016
Last Revised	December 18, 2017

0131.1 - **BYLAWS AND POLICIES**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute.

Bylaws and policies not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board.

Adoption of new or revised policies, as well as the deletion of policies, is solely the responsibility of the Board. Recommendations for new or revised policies shall be brought to the Board for consideration at two (2) scheduled Board meetings. At the first meeting, the Board shall discuss the proposed policy and offer any suggested changes. At a subsequent meeting the Board may vote on the adoption of the policy, including any amendments approved by the Board.

On matters of unusual urgency, and following a Board vote to waive the two (2) meeting process, a new proposed policy may be introduced and acted upon at the same meeting. Policy revisions that include only stylistic or minor content changes may be adopted at the same meeting initially presented.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be included in the Board policy manual.

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes at the next regular Board meeting.

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Last Modified by Robin Dosser on March 2, 2018

Book AG 1st Draft Clean
Section 4000 Support Staff
Title OUTSIDE ACTIVITIES
Number ag4231
Status First Reading

4231 - **OUTSIDE ACTIVITIES**

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

- A. Refrain from making public utterances about private associations if such remarks are likely to violate community standards of propriety.
- B. Avoid conduct and associations outside the school, which, if known, could have an adverse or harmful effect upon the school community.
- C. Do not give job time to outside activities when there is no valid reason to be excused from assigned duties.
- D. Do not use school property or school time to solicit or accept customers for private enterprises, without written administrative permission.
- E. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.
- F. Do not engage in political activities during assigned hours of employment.
- G. Do not conduct unapproved solicitations on school property.
- H. Do not reveal confidential information ~~to which you were privy at school.~~

Last Modified by Melanie Oppor on June 14, 2018



2017-18 Employment Reminders

Due to increased public scrutiny, our legal and insurance advisors have encouraged us to remind all employees of the following areas that have caused employees of other school district to be reprimanded, disciplined, and/or terminated from their employment. Following is a general list to provide some examples, but it is not all-inclusive. Please do not be offended that we are being advised to give this reminder based on real cases in Wisconsin.

- No harassment of students or adults --- physical, verbal, or sexual
- Report suspected bullying incidents immediately to an administrator
- Comply with the district's Acceptable Use Guidelines for Internet and email usage
- No viewing of pornography on school grounds or with school equipment
- Refrain from engaging in negative remarks regarding the District, colleagues, or students or their families
- No use of Facebook, Twitter, Etc., with students other than for Board-approved curriculum, safety matters and co-curriculars
- Don't use or reveal confidential information for non-school purposes
- No sexual relations with students
- Don't meet alone with student(s) at your house or other private locations
- Don't give rides to students without parent authorization
- No tobacco, alcohol, or illicit drug use on school grounds or with students
- Cannot be under the influence of alcohol or illicit drugs while on the job
- No unprofessional attire or behavior
- Communication will be respectful at all times and will be conducted at the right time and place
- Conflict resolution will be done via the same PBIS model that is used with students
- Bring issues forward to the appropriate person(s) who can help you resolve the concern
- Take personal responsibility for your own behavior; blaming others is not productive
- Hold your colleagues in esteem and assist the district in maintaining a positive image by discretely correcting peers when their conduct or remarks are not appropriate.
- No weapons on school grounds or at school events (Concealed carry is prohibited for staff on school grounds or at school events)
- No use of school equipment, vehicles, or facilities for personal reasons outside of district-sponsored programs
- For safety and insurance reasons, staff are not to use the weight room or tech. ed. power tools when alone
- Students must be supervised at all times during school hours or school events
- All student plans must be followed --- IEP, 504, Health, LDP, Gifted/Talented
- No religious advocacy at school
- No political advocacy with students beyond the Board approved curriculum
- Embezzlement or inappropriate use of funds is prohibited
- No off-duty conduct that impedes an employee's ability to perform his/her job
- Comply with legal requirements, staff regulations, district policies, and all applicable professional handbooks

My signature below affirms that I have read, understand and agree to adhere to the employment reminders as noted above.

Signature

Date



Support Staff Handbook

Approved by the Manawa Board of Education on ~~March 20, 2017~~July 2018

**School District of Manawa
800 Beech Street, Manawa, WI 54949**

Phone: 920-596-2525

www.manawaschools.org

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INTRODUCTION

WELCOME

We are pleased to have you as a member of the staff of the School District of Manawa (SDM). The skills and commitment each employee brings to his/her job makes an important contribution to our goal of providing excellence in education to the students and families of the SDM. It is the District's responsibility to provide for the public education of students from 4-year-old preschool (4-K) through twelfth grade. The school system is governed by a seven-member Board of Education elected by area for 3-year terms by the residents of the District. The District Administrator is responsible for overall administration of the schools and implementation of Board policies. A SDM employee can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein. Any section in the handbook that is governed by a Board policy will provide the policy number in italics/parenthesis for easy access.

This *Support Staff Handbook* has been written to provide information and guidance to support staff members. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to the District Administrator or your immediate supervisor.

A. DISCLAIMER

This *Support Staff Handbook* has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or an appointment of employment, expressed or implied. All District employees are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by appointment or statute. The School District of Manawa Board of Education reserves the right to add, delete or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Manawa, at any time with or without notice. The School District of Manawa Board of Education recognizes the District's employees are an integral part of the development of terms and conditions of employment found within this Handbook. The Board of Education and/or its representatives will inform district employees prior to making any modifications found within this Handbook.

Violations of the terms of the *Support Staff Handbook*, policies, regulations or guidelines may result in disciplinary action, up to and including, termination of employment.

This *Support Staff Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

This Handbook is not all-inclusive of the information for which staff members are responsible. It is intended to provide employees with information regarding Board policies and administrative guidelines (available online), procedures, ethics, expectations, and standards of the District. Additional publications that staff members should follow include, but are not limited to, the support staff evaluation document, building bulletins and handbooks, Federal laws and regulations, and Wisconsin state law.

School District of Manawa

Students Choosing to Excel, Realizing their Strengths

Mission Statement:

The School District of Manawa is the place where students choose to excel academically and realize their strengths.

Vision Statement:

The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.

Guiding Principles Grouped by Core Values:

1. **Student Success – the District focuses on addressing the needs of all students by creating a student-centered learning environment conducive to all learners.**
2. **Highly Effective Staff – The District demonstrates accountability to the students and community it serves by promoting high standards for:**
 - *Creating academically rigorous curriculum and instruction for ALL.*
 - *Closing the achievement gaps between sub-groups of students and their peers.*
 - *Engaging in regular professional development on research-based best practices.*
 - *Supporting and rewarding innovative and progressive initiatives.*
 - *Fostering a positive attitude toward change.*
 - *Expecting the highest degree of professionalism.*
 - *Creating a culture of competent and passionate employees.*
3. **Innovative Leadership – The District demonstrates accountability to the students and community it serves by holding high leadership standards for:**
 - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
 - *Budgeting with the needs of all learners as the first priority.*
 - *Recruiting and retaining highly effective educators.*
 - *Creating balanced programming options for remediation and enrichment.*
4. **Parent-Community Engagement – The District is a center of community life and enhances the community's quality of life to the extent that it promotes and supports:**
 - *Collaborating with all stakeholders involved in issues prior to decision-making.*
 - *Being transparent in communications.*
 - *Maintaining an open-door policy.*
 - *Creating a culture that develops and sustains school/district pride.*
 - *Offering academic and social programs for families and the community.*
5. **Learning Environment – Successful teaching and learning are nurtured in an institutional climate characterized by:**
 - *Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational and reliable work spaces for all.*
 - *Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.*
 - *Supplying and maintaining contemporary technology.*

EMPLOYMENT POLICIES

DEFINITION OF SUPPORT STAFF EMPLOYEES

~~Full-time12-Month~~ Employees: A ~~Full-time12-Month~~ Employee (~~FT~~) is hereby defined as a person who works forty (40) or more hours per week and two hundred-sixty (260) or more workdays per year, including paid leaves.

~~Part-time9-Month~~ Employees: A ~~Part-time9-Month~~ Employee (~~PT~~) is hereby defined as a person who works less than forty (40) hours per week and/or less than two-hundred-sixty (260) workdays per year. ~~Part-time employees are further delineated as:~~

PT 1	Employee is regularly scheduled to work 30 hours per week or more
PT 2	Employee is regularly scheduled to work 20 and up to 30 hours per
PT 3	Employee is regularly scheduled to work under 20 hours per week

~~up to an average of twenty-eight and three-quarters (28 ¾) or more hours per week, and less than two-hundred (200) workdays per year, including paid leaves.~~

~~Part Time Employee: A Part Time Employee is hereby defined as a person who works an average of less than twenty (20) hours per week and less than 200 workdays per year, including paid leaves.~~

~~Temporary/Seasonal Employee: A Temporary/Seasonal Employee is hereby defined as an employee hired for a specific time or project and who will be separated from the payroll within ninety (90) calendar days.~~

ANTI-HARASSMENT POLICY

The School District of Manawa is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person who disrupts or interferes with a person's work performance, or which creates an intimidating, hostile, or offensive work environment. Harassment may be student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical interference with movement, activities, or work.
3. Visual harassment, including derogatory cartoons, drawings, or posters.
4. Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance. Sexual harassment can take the form of any unwanted sexual attention ranging from leering, pinching, patting, verbal

comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, unsatisfactory work evaluations, different treatment, sarcasm, or unwarranted comments to or by peers.

Any individual who believes he/she has been subjected to harassment by any other person should report that incident to a building principal or to the District Administrator. If an employee is not comfortable making a complaint to their building principal or the District Administrator, the complaint may be made to the District Compliance Coordinators. It is the intent of the District to establish an atmosphere where complaints are timely investigated and the harassment is appropriately addressed. The Board designates the following individuals to serve as the District's Compliance Officers:

Dan Wolfgram, Secondary Principal
515 E. Fourth St.
Manawa, WI 54949

Carmen O'Brien, Business Manager
~~515 E. Fourth Street~~ 800 Beech Street
Manawa, WI 54949

920-596-2524
dwolfgram@manawaschools.org

920-596-~~2524~~ 2525
cobrien@manawaschools.org

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

REPORTING PROCEDURE/INTERNAL INVESTIGATION – EMPLOYEES

The District expects employees to immediately report incidents of harassment to the appropriate supervisor.

Anyone who engages in harassment in the school setting may be subject to disciplinary action, up to and including dismissal. Any employee who permits harassment of students, other employees or volunteers may be subject to disciplinary action up to and including termination.

Any employee who receives a complaint of harassment from a student, other employee or volunteer and who does not act promptly to forward that complaint to the Supervisor and/or District Anti-Harassment officer designated to receive notice of all harassment complaints, shall be disciplined appropriately up to and including termination.

The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment or an appeal will not reflect negatively on the employee or volunteer who initiates the complaint or an appeal, and will not affect any part of the employee's or volunteer's standing rights or privileges.

Forms are located on the District website under District Forms. ~~(Policy 3362, 4362)~~

Drug-Free Workplace

The School District of Manawa is committed to maintaining an alcohol and other drug-free workplace. Therefore, the Board of Education prohibits school employee use, possession, distribution, dispensing, or manufacturing of alcohol and other illegal drugs on school premises, in school vehicles and at school-sponsored activities while in a student supervisory role.

The District will not condone the involvement of any employee with illicit drugs, even when the employee is not on District premises.

All school employees shall cooperate with law enforcement agencies in investigation concerning any violation of this provision.

Tobacco Policy

Employee use of tobacco on District property, in District owned vehicles or at any District affiliated event is prohibited. Tobacco products may not be stored on District property. *(Policy 3215, 4215)*

Equal Employment Opportunity

The School District of Manawa shall not discriminate against an employee or applicant for employment on the basis of sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, physical, mental, emotional or learning disability/handicap, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices. (as defined in §111.32, Wis. Stats.). *(Policy 3122, 4122)*

Conflict of Interest and Ethical Standards

It is imperative that our professional organization not create the perception of favoritism or special privilege. Employees are not permitted to gain monetarily by their position within the district. Employees are prohibited by Wis. Stat. § 118.12 from receiving anything of value for their own benefit that results from selling, soliciting or promoting the sale of any goods or services to any public school pupil while on school property or at school-sponsored events.

Employees are expected to avoid situations in which their personal interests, activities and associations may conflict with the interest of the District.

Communications and Suggestions

The School District of Manawa welcomes the comments and problem-solving suggestions of its employees. All comments and suggestions should follow the communication protocol (Addendum A).

Outside Employment

Employment with the School District of Manawa must be considered pre-eminent. Outside employment must not interfere with the employee's performance or work schedule. Employees may not perform any duties for an outside employer during regularly scheduled working hours or during additional hours required for professional responsibilities.

Personnel Files

An employee shall have the right to review certain personnel documents upon request and consistent with the timelines and content limitations specified in Wis. Stat. § 103.13, at least 2 times per calendar year.

Personal Data Changes

All changes in personal information, including changes of name, address, telephone numbers, education, marital status, dependent status, etc., should be updated with the District Office in a timely manner.

Political Activities of Staff

Because political activities may be disruptive, divisive and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all

District owned and used property, within all school buildings and at all school-sponsored activities unless part of a Board-approved teaching unit.

Work Stoppage

Staff will not instigate, promote, encourage, sponsor, engage in or condone any strike, picketing, slowdown, considered work stoppage or any other intentional interruption of work involving the District.

Acceptable Use

All employees are required to read and adhere to the Acceptable Use Policy.

Health Examination

As a requirement for employment, employees will (may?) be required to furnish evidence of a physical examination, drug test, and skin tuberculin test.

The physical examination must be performed by ThedaCare at Work and the result recorded on a standard form furnished by the Board of Education. The form must be submitted to the District Administrator before the effective date of employment. Upon receipt of the form, the Board of Education shall pay for the physical examination.

A skin tuberculin test taken within twelve (12) months immediately preceding the effective date of the original hire of the employee and first appointment date will be accepted for meeting this requirement.

A physical or mental examination may be requested by the District's Administration whenever an employee demonstrates any physical or mental disorder that may impact his/her performance. The employee shall be notified of the reason(s) for the examination and such examination shall be arranged and paid for by the Board of Education.

The physician conducting the physical examination shall prepare a report of the examination on a form prepared by the Department of Public Instruction (DPI) and available on the DPI website. The physician shall use the report form to certify to the District that the person is free from tuberculosis in a communicable form. Subsequent physical examinations will be required at intervals determined by the School Board, consistent with state and federal laws, ~~and any applicable collective bargaining agreement provisions. TB testing will be required every three (3) years.~~

An employee may request an exemption from the physical examination requirement for religious reasons by filing an affidavit with the Board stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. If there is reasonable cause to believe that an employee who has requested an exemption is suffering from an illness detrimental to the health of the pupils, the School Board may require a health examination sufficient to determine whether the employee is suffering from such an illness. The School Board shall not discriminate against any employee for filing an affidavit seeking an exemption from the physical requirement.

The District shall maintain all physical examination records and other medical records in a file separate from all other personnel records, and shall treat such records as confidential medical records, in accordance with state and federal laws and regulations.

The School Board shall comply with the requirements of Wis. § 121.52(3)(a) by including in any contract with an owner or lessee of any privately-owned motor vehicle transporting pupils (what does this sentence mean?). ~~Physical examinations for all school bus drivers will follow the requirements as prescribed by Wis. Stat. § 121.52(3)(a).~~

Family and Medical Leave Act (FMLA)

The District complies with family and medical leave as required by the state and federal Family and Medical Leave Acts. State leave calculations are based on a calendar year. Federal leave calculations are based on a July 1 through June 30 year. See [Policy 4430.01](#) on the District website for an explanation of rights and responsibilities under FMLA.

Military Leave

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intention to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits are completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

EMPLOYMENT PRACTICES AND EXPECTATIONS

General Practices

Attendance

Employees are expected to make every effort to be present for work and adhere to their assigned schedule. Employees who are unable to report to work shall follow their building procedures for reporting and recording absences by contacting the substitute caller.

[On days when school is cancelled due to inclement weather, Part-time staff does not report and will either use PTO/Sick time or will not be paid as noted on timecards. Full-time staff will notify their supervisor and together will decide if they will report or if adjustments will be made to the regular schedule. Supervisors may authorize the use of Vacation, PTO/Sick time, or Compensatory Time as noted on timecards. Leave Without Pay for Full-time staff shall be authorized by the District Administrator.](#)

~~On days when school is cancelled due to inclement weather, most staff does not report. Custodial and Secretarial staff should make reasonable efforts to attend. If, however, they cannot, these groups may utilize Leave Without pay (with written authorization) or a vacation day. Accommodations must be made through the immediate supervisor and, in the event of Leave Without Pay, the District Administrator.~~

For times when school is delayed, staff is to report according to the delay. Support Staff should plan to adjust their arrival to the student schedule as per the direction of the Supervisor. In the event of an early dismissal due to inclement weather, the staff member would leave after all students are safely out of the building or at the conclusion of their normal working hours, ~~which~~ whichever comes sooner. Food Service staff must arrive as close to their scheduled start time as possible. [All adjustments must be noted on time cards.](#)

Although the District performs better when all employees are in attendance, the District recognizes the occasional need to be away from work for illness, illness of a family member, funerals or urgent personal

matters. For this reason, the District provides paid time away from work (leave). The District reserves the right to request verification for any time used.

Leave is allocated at the beginning of each fiscal/school year and is to be used as a protection from loss of income. All leave must be requested and approved by a Supervisor. All attempts should be made to make appointments outside of regularly assigned hours.

Good attendance is an essential element of employment. Poor attendance can lead to disciplinary action.

Work Days / Hours of Work

~~The District Administrator or his/her designee will publish a schedule of work, including one-half hour unpaid lunch period for any Support Staff employee working up to thirty (30) or more hours per week.~~

~~All Support Staff employees working more than thirty (30) hours per week shall receive two (2) fifteen (15) minute paid break periods per day. Those working less than thirty (30) hours a week shall receive one (1) fifteen (15) minute paid break per day.~~

~~Overtime (time and one-half) shall be paid for all hours worked over forty (40) hours per week. Support Staff employees must secure advanced written approval from their Supervisor prior to working overtime.~~

The District Administrator or his/her designee will publish a schedule of work for all Support Staff employees. The following shall be used as a guide in establishing schedules:

<u>Hours worked per day</u>	<u>Number of paid 15-minute breaks</u>	<u>30-minute unpaid meal break</u>
<u>Less than 4 hours</u>	<u>0</u>	<u>0</u>
<u>4 hours to 6 hours</u>	<u>1</u>	<u>1</u>
<u>Over 6 hours to 8 hours</u>	<u>2</u>	<u>1</u>

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employee's regular rate of pay or used as compensatory time as approved by their Supervisor.

Calendar

The school calendar shall be determined by the Board. The determination of the structure of the days (instructional, work days, etc.) shall be at the discretion of Administration.

Professional Development/Training Programs (In-service)

As a learning and teaching institution, the District expects all employees to model continuous learning to develop professional skills and personal growth. The District provides periodic in-service and training opportunities that are required for staff depending on assignment and role. Paid leave will not be approved on professional development or in-service days designed for Support Staff participation. Extenuating circumstances (i.e. bereavement, once-in-a-lifetime opportunity, etc.) may be approved by administration with appropriate documentation.

Meetings

Each Supervisor will determine the times and frequencies of Support Staff meetings. Efforts will be made to share the schedule in a timely manner. Employees must attend all meetings as called by administration or supervisors. In general, absences will be excused for emergencies or extenuating circumstances and must be granted by the administrator/supervisor calling the meeting.

The District Administrator may, from time-to-time, call all-staff meetings when need is determined. Support Staff will be compensated at their usual hourly rate for the length of the meeting.

Injuries to Employees

Employees who are injured at work must complete an Injury Report form within twenty-four (24) hours of the injury whenever feasible. This form is located online under the District Forms tab. Completed forms should be electronically submitted. Additionally, all incidents must be verbally reported immediately to building administration or immediate supervisor.

Injuries to Students

All student injuries should be reported to the building principal/direct supervisor immediately. Attention should be given to all injuries, however minor. An Injury Report form must be filled out for all injuries and submitted electronically. Forms are located online under the District Forms tab.

Legal Actions Involving Employees

Every employee shall notify his/her supervisor as soon as possible, but not more than three (3) calendar days, after an arrest, indictment, conviction, no contest or guilty pleas, or any adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude.

The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offences. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported.

Email and Voicemail

Good communication is required for a successful organization. It is the District's expectation that voicemail and email accounts be checked at least once per work day. It is the responsibility of the employee overseeing the paraprofessional to ensure that a device and a scheduled work time is accessible to the staff member for checking emails and/or voicemails. Email and voicemail are tools to increase efficiency utilized by the District and should be used solely for professional purposes, and in accordance with the District's Acceptable Use Policy.

It is important to note that there should be no expectation of privacy for online/network activity.

Personal Communications

Personal communications should be kept to a minimum and cannot interfere with employment expectations. Personal cell phone use, text messaging, other personal communication, or other recreational uses by district staff must be kept to scheduled breaks, duty-free lunch and outside of the school day.

Emergency exceptions can be made with an employee's direct supervisor.

Licensure/Certification

It is the responsibility of the employee to obtain and maintain all required licenses and certifications for his/her position. Employees are required to maintain the licenses/certifications that are in effect upon hire, unless otherwise allowed by the District Administrator at his or her discretion.

Determination of Assignments

The District will determine employment assignments based on the needs of the District. Employees will be assigned by the District Administrator or his/her designee. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject.

The District, at its discretion, may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position.

All current employees in the District may apply for summer school positions.

Reduction in Staff

Reductions in staff will be determined by the Board and based on the needs of the District.

Layoff

The Board reserves the right to reduce the number of positions (full layoff) or the number of hours in any particular position (partial layoff). In deciding which positions to reduce or eliminate as well as the individuals affected, the Board shall act in the best interest of the District.

Operation of District Vehicles

Any employee who drives a District vehicle must provide proof of a valid driver's license and must submit a copy of a valid driver's license to the District Office. All traffic violations must be reported to Administration within three days of receiving the violation. The District expects employees to be safe and adhere to the rules of the road. Citations received while driving a District vehicle are the responsibility of the driver and may result in disciplinary action. The District does complete background checks on all employees which does include the employee's driving record. A staff member may have restrictions on transporting students or may be restricted from driving a district vehicle based on the information contained in the driving record.

Operation of Personal Vehicles

The Board of Education will pay the IRS rate for approved out-of-District travel as well as travel between buildings when employees are required to travel as part of their assignment. Employees must submit a request for travel reimbursement. Employee personal insurance shall serve as the first level of coverage.

Transportation of Students

It is the District's position that transporting students in personal vehicles should be avoided. It puts the driver/owner at considerable risk for litigation and increased liability. However, in the rare circumstances when student transportation cannot be avoided, proof of valid license, vehicle inspection report, and insurance must be shared with the District Office. [The vehicle inspection report will be valid for a period of 6-months from the time of the inspection and will be kept on file in the District Office.](#) ~~And~~ prior written administrative and parent permission is required [and the d.](#) ~~The~~ owner of the vehicle has primary liability for any incident.

Confidentiality

Employees are responsible for protecting the confidentiality of all information concerning employees, students, clients, donors and organizations with which the District does business.

Student education records are treated as confidential under the Family Education Rights and Privacy Act of 1974 and Wisconsin state statutes.

When there is separation of employment, individuals must return all paper and/or electronic documents (including storage devices) containing any confidential or proprietary information.

Professional Appearance

Employees are expected to dress in a professional manner appropriate to their working conditions and type of work performed. Certain departments, such as Food Service and Custodial [may](#) require special attire for work. Employees should consult their principal regarding dress code requirements. For most Instructional and Secretarial staff, business casual is most appropriate. Casual dress is appropriate for certain field trips, shop experiences, lab experiments or times when clothing could become soiled. All employees are District representatives at co-curricular activities and conferences and should appear as such.

Copyright

The District expects all employees to model legal and ethical behavior. Therefore, all copyright, video, web publishing and internet laws and guidelines must be followed by all District employees.

Community/Co-curricular Involvement

Learning in our school goes beyond the classroom. Employees are encouraged to attend co-curricular events.

Food Service Purchases

All staff are welcome to purchase a meal or a la carte items during scheduled meal hours. Meal hours vary by building and level. Purchases are made utilizing a District supplied identification number. An ID number is established to correspond to a personal lunch account. The account is a debit system; therefore, funds must be in the account prior to making a purchase. Cash is not accepted in the lunch line.

General Rules of Conduct

Employees represent the District at all times and in all places. Employees are expected to model positive, effective behavior and to adhere to the highest standards of their profession.

Below are general guidelines for employee conduct. Many of these guidelines appear elsewhere in this Handbook. These guidelines are by no means exhaustive or complete, but simply list examples of conduct that may result in disciplinary action, up to and including termination. The District reserves the right to determine the appropriate discipline based on the circumstances of the individual incident.

Violations of policy include, but are not limited to:

1. Falsification or unauthorized altering, deletion or omissions of records.
2. Unauthorized disclosure of confidential or privileged information.
3. Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on District premises.
4. Reporting to work under the influence of alcohol, narcotics or drugs.
5. Failure or refusal to report child abuse.
6. Unauthorized use or misuse of electronic resources.
7. Time theft: being late, leaving early, being absent from work without permission/prior notification, fraudulent requests for time off, sleeping while on duty, etc.

8. Stealing or damage/destruction of property belonging to the District, other employees, or students/community members.
9. Gambling on District premises.
10. Violating or ignoring safety and sanity standards and expectations.
11. Failing to obtain or maintain a current license, certification or other qualifications required by law or the District.
12. Promoting, encouraging, engaging in, or facilitating any illegal strike slowdown, sickout, work stoppage, curtailment of work schedules, or refusal to perform customary and assigned duties.
13. Refusal to follow a directive/carry out assigned duties.
14. Insubordination.
15. Physical assault.
16. Use of obscenities and/or abusive language on District premises or at District events.
17. Threatening, harassing, abusive or bullying behavior.
18. Failing to fully cooperate in any District investigation.
19. Failure to maintain professional or ethical standards.
20. Failure to follow chain of authority.

These rules do not trump or restrict legal rights and activities of employees.

Grievances

The District encourages collaborative problem solving. Employees are encouraged to share any employment related problem with their immediate supervisor informally. This discussion often produces more immediate solutions than a formal process.

The District has adopted a grievance policy ([*Policy 3340, 4340*](#)) that is available online, via the District website or from the Administration Office.

Grievance Procedure

Definitions:

- A. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all the following:
 1. the name and position of the grievant;
 2. a clear and concise statement of the grievance;
 3. the issue involved;
 4. the relief sought;
 5. the date the incident or alleged violation took place;
 6. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
 7. the signature of the grievant and the date.
- B. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work.

The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

- C. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
- D. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
- E. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
- F. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step: Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step: If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.

Third Step: Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue

subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step: Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Timelines:

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy:

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Identification Badge

In order to maintain a safe, secure environment, all employees are required to have their photographs taken and wear the District issued identification badge during the work day and at district functions when serving in a work-related role. Staff should sign-in when in a building that is not their home base.

Solicitations

Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District's vision, mission and purpose.

Safety Plans

Safety is the responsibility of all employees. As such, all employees are required to become familiar with the safety plan and participate in all safety drills and practices. Office and classroom areas are required to have Safety Plans and Evacuation/Shelter Maps displayed. Be sure to know where to report in the event of an emergency or drill.

Employees are encouraged to monitor hallways and grounds for unescorted/unfamiliar visitors.

Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each Support Staff employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The employee shall immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and be responsible for contacting the appropriate authorities (Manawa Police Department and/or Waupaca County Department of Health and Human Services) who will then provide additional steps depending on the situational details and the child's residence address. **The Child Abuse Reporting form can be found on the District website.**

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

Payroll Information

Salary/Wage

The Board of Education will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary/wage prior to the beginning of the school year.

Timecards

All support staff employees are required to submit a signed timecard for hours worked each week to their supervisor. Any variation from an employee's schedule must be approved by a supervisor in writing before working alternate hours. This written approval will be attached to the timecard when submitted for approval. Time will be recorded to the closest quarter hour.

Residency

The District encourages employees to reside within the school district.

Payroll Payments

Payroll payments for Support Staff will be made on the 15th and final business day of the month. All Support Staff employees will have their paychecks (after all appropriately authorized amounts have been deducted) directly deposited into a designated bank account.

Full-time employees will receive their pay based on their calendar of employment. Annual hours worked will be calculated and spread equally over twenty-four (24) pay periods. Variations to the employment calendar will be paid out each pay period. Upon termination of employment, final wage payments will be calculated.

Part-time employees will receive their pay based on hours worked during a payroll period. Most part-time employees will receive twenty (20) pay periods starting September 15 through June 30. School calendar breaks are unpaid.

Direct Deposit

The District will pay employees through Direct Deposit to an account at a financial institution of the employee's choice. Employees will provide the District Office with information needed to accomplish the Direct Deposit payroll process. Employees must enroll in Direct Deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the Direct Deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law.

The District utilizes Direct Deposit for all District payments and reimbursable expenses to employees.

Changes to information regarding Direct Deposit shall be received by the District Office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the request for the change has not been timely provided the District Office.

BENEFITS

The Board reserves the right to select the carriers and plans for any insurance benefits provided by the District.

District Provided Benefits

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on the first day of the month following the hire date of the eligible employee's first day of employment. Except for cases of misconduct, Support Staff whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through June 30/August of the same year in which the employment was terminated. Support Staff whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through the last day of the last month of their employment.

The Board reserves the right to select the carriers and plans for any insurance provided by the District.

Workers' Compensation

Workers' Compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available on the District website under district forms or in his/her school office and submit it to the building principal.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- a. Injuries because of a self-inflicted wound;
- b. Injuries sustained because of an employee's horseplay;
- c. Injuries sustained while an employee does an activity of a strictly private nature.

Wisconsin Retirement System (WRS)

The Board will comply with the requirements as to contributions for employees to the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

Health, Dental, and Vision Insurance

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverages.

Eligible employees who are covered under fully insured group health, vision, and dental plans are assured the privacy protections required by Federal and State Law.

Eligibility for Health, Dental, and Vision Insurance

~~Full-time employees and support staff employees~~ member regularly working more than 30 hours or more per week (PT 1) will be eligible for health, dental, and vision insurance. Support staff regularly working less than 40 hours per week will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health, ~~and dental, and vision insurance, long term disability and life insurance.~~

Premium Contributions for Health, Dental, and Vision Insurance for Eligible Employees

The District will pay a portion of the premium for group health, dental, and vision insurance (family, employee plus one, or single) depending on the employee election. Those who choose to participate in the Health Risk Assessment (HRA) are eligible for applicable incentives. Employees calculated at 1.0 FTE status will have eEighty-six percent (86%) of the monthly premium rate ~~is~~ paid by the District and fourteen percent (14%) will bes paid by the employee. The insurance carrier(s), program(s) and coverage(s) will be selected and determined by the Board.

Eligibility & Premium Contributions for Dental and Vision Insurance for Eligible Employees

~~The District will pay one hundred percent (100%) of the premium for group dental and vision insurance (family or single) for employees working twenty (20) or more hours per week.~~

Group Term Life Insurance for Eligible Employees

The District will pay the full amount of the premium for life insurance equal to the annual amount of the employee's total salary for employees working twenty (20) or more hours per week.

Group Long-Term Disability Insurance for Eligible Employees

The District will pay the full amount towards the premium of a long-term disability insurance plan that provides sixty percent (60%) of the annual wage to employees working twenty (20) or more hours per week.

Liability Insurance

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

Voluntary Benefits for Support Staff Working Over 20 Hours per Week

Short-Term Disability

The Board shall make Short-Term Disability Insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s) and coverage(s) will be selected and determined by the Board.

Tax-Sheltered Annuity (TSA) / 403(b) Retirement Plan

A TSA program is available to employees in accordance with the District's policies governing the 403(b) program.

Section 125/Flexible Spending Account

The Section 125© Plan is a pre-tax, payroll deduction account that allows Support Staff employees to set aside up to \$5,000 for dependent, child or adult care and the maximum allowable by law for additional medical, dental or vision expenses not covered by insurance. An annual election is made with a ~~July~~ ~~October~~ 1 through ~~June~~ ~~September~~ 30 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year.

EMPLOYEE SEPARATION

Timeline

Support Staff employees are encouraged to provide at least fourteen (14) days advance notice of resignation. ~~Failure to provide a fourteen (14) day advance notice will not result in a penalty~~

Support Staff wishing to retire are requested to inform the District Administrator, in writing, no later than March 1st.

An employee who fails to report to work for three (3) or more consecutively scheduled workdays unless prior permission is received from the employee's supervisor or unless circumstances beyond the employee's control ~~may result in dismissal. prohibit the employee or his/her designee from requesting such permission.~~

The District will enforce penalties for "breaking" a contract. Penalties are delineated in individual contracts.

Job Vacancies

When the Employer determines to make a promotion within the unit or fill a vacant position, the Employer will consider such factors if relevant, as skill, competence, efficiency, training initiative, leadership qualifications, and ability to work with supervisors. If no employee in the applicable department applies or qualifies, the most qualified applicant in the unit shall receive the job or promotion. If no one in the unit applies or is qualified for the vacancy, the Employer may fill the position from outside the unit.

Overtime

~~Time and one half (1/2) Overtime shall be provided for all hours worked over forty (40) hours per week, Saturdays, Sundays and /or holidays, based on the employee's current regular rate. All overtime must be authorized in writing by the employee's supervisor in advance.~~

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employees regular rate of pay.

Compensatory Regular Time

~~Time worked over forty (40) hours per week may be used as compensatory time. Two options exist: 1) With the advance written approval of athe supervisor, ~~an employee may request~~ Compensatory Time shall be logged into Skyward and will be used ~~to be completed~~ preferably within the work week but ~~must~~ should be completed within the given or next pay period. ~~Or 2) Up to sixteen (16) hours of~~ Compensatory Time may be accrued with advanced written approval of athe supervisor to be utilized on days when that staff member is not needed on the school site (e.g. no substitute needed, non-student day, early dismissal, school cancellations, etc.) and used in such a way that 40 hours of work time will not be exceeded. These 16 hours must be utilized on or before June 30 of the school year in which it was accumulated.~~

Call Time/Call in Pay

~~Any employee called in to work outside his/her regular schedule shall receive one (1) hour pay at time and one half (1/2) or pay for all hours worked over 40 hours per week, whichever is greater.~~

Holidays

12-Month Employees

~~“Regular Full-Time Employees”~~ shall be granted ten (10) paid holidays per year as follows:

- | | |
|-------------------------------|-------------------|
| 1. Independence Day | 6. Christmas Day |
| 2. Labor Day | 7. New Year's Eve |
| 3. Thanksgiving Day | 8. New Year's Day |
| 4. Day After Thanksgiving Day | 9. Good Friday |
| 5. Christmas Eve | 10. Memorial Day |

Eligibility: Holiday pay will be paid only to those employees who have worked their scheduled hours the day before and the day after the holiday, except if they are on an excused leave.

Holiday Pay: Holiday pay shall be computed on the straight time hourly rate received by the employee on the day immediately following the holiday.

Holidays Fall on Weekends: When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday. In the event Christmas Eve or New Year's Eve fall on Saturday or Sunday, the preceding Friday shall be observed as the holiday. In the event Christmas Day or New Year's Day fall on Saturday or Sunday, the following Monday shall be observed as the holiday. In the event the day to be observed as a holiday falls on a school day, the parties shall mutually agree upon a non-school day to be observed as the holiday.

~~Regular Part-time Employees 1&2:~~ shall be granted six (6) paid holidays per year as follows:

1. Labor Day
2. Thanksgiving Day
3. Day after Thanksgiving Day
4. Christmas Day
5. Good Friday
6. Memorial Day

~~Part-time Employees 3 will not have any holidays paid.~~

Vacations

Vacation Accrual: Vacations shall be granted to all ~~regular~~ full-time ~~(12-month)~~ employees, based on their total length of service using the following as a guide:~~in the school district as follows:~~

<u>AFTER Continuous Years of Service</u>	<u>Number of Vacation Days</u>
<u>One (1) year</u>	<u>Five (5) days</u>
<u>Two (2) years</u>	<u>Ten (10) days</u>
<u>Ten (10) years</u>	<u>Fifteen (15) days</u>
<u>Fifteen (15) years or more</u>	<u>Twenty (20) days</u>

Negotiated exceptions will be noted and kept on file in personnel documentation.

<u>After Continuous Years of Service</u>	<u>Length of Vacation</u>
<u>One (1) year of employment</u>	<u>Five (5) days</u>
<u>Two (2) years of employment</u>	<u>Ten (10) days</u>
<u>Ten (10) years of employment</u>	<u>Fifteen (15) days</u>
<u>Fifteen (15) years or more of employment</u>	<u>Twenty (20) days</u>

Selection of Vacation Time: Employees shall normally be granted their vacation requests provided the work schedule permits and the request is made at least two (2) weeks prior to the beginning of the requested vacation. Should a conflict arise between two or more employees' vacation request, such requests shall be granted on an alternating basis, provided at least a two (2) week notice has been given. Vacations for an employee shall not be cumulative from year to year, but no vacation shall be forfeited if vacation could not be taken in a given year because of the Employer's non-approval of a vacation request.

~~Holidays Falling During Vacation: When a paid holiday falls during an employee's vacation period, the employee shall be granted another day off in lieu of the holiday as requested by the employee and approved by the supervisor.~~

Vacation Pay Upon Termination: Upon termination, employees shall receive payment for all unused accrued vacation, ~~including a prorating from anniversary date of hire to termination date for the current year's earnings.~~ (staff does not earn vacation until after 1, 2, 10, 15 years of service)

Sick Leave

~~Effective 7/1/2012 employees will have Sick Leave (current bank) accumulative to 90 days. An employee's annual allotted time off (sick/personal leave) is as follows:~~

Support staff employees will earn sick/personal leave as follows:

- ~~9 Month Employees will have 10 new days annually – two (2) for personal business and eight (8) for sick leave use.~~
- 12 Month Full-time Employees will have 13 new days annually – three (3) for personal business and ten (10) for sick leave use.
- Part-time 1 & 2 Employees will have 10 new days annually – two (2) for personal business and eight (8) for sick leave use. (Staff would like this changed to 3 PTO and 7 sick)
- Part-time 3 Employees will not earn paid sick/personal leave.
- All unused PTO will roll to Sick Leave at the end of the school year (June 30).

For all employees eligible to earn sick/personal leave, leave will accumulate up to ninety (90) days. Employees that have accumulated the maximum of ninety (90) days of unused sick leave will receive 50% of the daily substitute teacher pay (\$50) for every day over ninety (90) remaining on June 30. This is in lieu of “losing” unused sick days and will be paid on the July 15 payroll.

Incentive to Unused Sick Leave

~~Starting 7/1/2012 eligible employees over the maximum of 90 days of unused Sick leave on 6/30 (annually) will receive 50% of the daily substitute teacher pay (\$50) for every day over 90 days of unused Sick Leave. This is in lieu of losing unused sick days.~~

Bereavement Leave

Support Staff shall be granted up to (4) days of Bereavement Leave in the event of a death in the family or close relationship. It is the employee’s responsibility to submit the appropriate [Employee Portal](#) information [in Skyward](#) and email ~~notice to~~ his/her principal in advance of taking such leave. Support Staff who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the employee whenever the District deems such verification appropriate.

Emergency Leave

In the event of an emergency not covered by illness in the family as indicated in the Paid Time Off section or death as indicated in the Bereavement Leave section, the employee may apply for Emergency Leave to be granted by the District Administrator. Emergency Leave shall be deducted from Sick Leave and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of "an act of God" and will be of such a nature that they could not possibly be foreseen by the employee, such as damages to the employee’s residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

Jury Duty and Witness Duty

Any employee who is not able to report for work because of jury duty or acting as a witness in a matter in which the employee is not a party, will be paid for the time missed. The employee shall provide the District with any payment received from serving on the jury. Employees must notify their immediate supervisor as soon as notice of jury duty is received and as soon as jury duty terminates.

Support Staff shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Support Staff are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

National Guard Duty

Where an employee is absent due to required service in the National Guard or Reserve, the employee will be paid his/her full salary for a period of up to five days for such absence, barring any overriding provision by the state or federal government. This leave will be granted without any deduction from the employee's PTO account, provided that the employee must endorse to the District all payments by the military for the days covered by paid leave from the District.

Military Leave for Active Duty

Support Staff will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Support Staff must give their principal advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Support Staff will not be paid for military leave. However, Support Staff may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable places for which the employee is otherwise eligible.

An employee who is on military leave for up to 30 days must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). An employee who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Support Staff who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the employee would have attained if he/she had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the employee will be treated as if he/she had been continuously employed.

Administratively-Approved Leave

An employee may request Administratively-Approved Leave (with or without pay) for absences not covered under PTO, Bereavement Leave, or Emergency Leave provisions. Typically, such leave is for "once-in-a-lifetime" events over which the employee has no control of the date. Paid Administratively-Approved Leave shall access the employee's PTO/[Sick](#) Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the employee's next payroll. This leave and the conditions thereof, including compensation, shall be at the discretion of the District Administrator whose decision shall be final and without appeal.

Requests for Administratively-Approved Leave shall be made with the **appropriate form** ([where is this located](#)) at least three days prior to the absence if advance notice is available. In the event that three days' advance notice is not available, the employee shall be responsible for submitting the appropriate form as soon as the information is available.

Administratively-Approved Leave, either paid or unpaid, shall not be granted for participating in Association business or to engage in job actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

Family and Medical Leave Act (FMLA)

Support Staff have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in accordance with provisions and procedures specified in *Policy 3430.01, AG 3430.01A, and AG 3430.01B*. Questions regarding FMLA leave should be directed to the District's Business Office.

LEAVES OF ABSENCE

Unpaid Leave of Absence

Employees must submit a written request for an unpaid leave of absence to the Board. The Board may grant the request for a leave of absence at its discretion. The leave of absence will begin and end on the dates approved by the Board. A leave of absence may not exceed twelve (12) calendar months.

Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the District's group insurance plans (to the extent permitted by the carrier); however, he/she must pay the premiums to the District during the leave of absence.

Sick leave will not accrue during a leave of absence; however, any accumulated sick leave at the time of the leave of absence will be reinstated upon return.

~~An employee must work a minimum of one hundred twenty (120) paid work days in a school year to be eligible for a year of service for early retirement purposes. A teacher teaching less than full time (1.0 FTE) will have their percentage of teaching pro-rated as a percentage of full time employment for early retirement purposes (e.g., a teacher teaching 0.5 FTE will receive a half year experience for retirement purposes).~~

Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Employees with a minimum of three years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two semesters. The Board reserves the right to limit approved leaves to no more than two employees per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to employees who have used this leave provision within the previous three years.

Application should be made in writing at least three months prior to the requested start of the leave. If conditions are such that three months' advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave, and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

Evaluations

Support Staff will be evaluated annually by their immediate supervisor. Evaluations will be a key determining factor in whether the employee will be considered for continued employment. In addition,

the employee's salary advancement will also be dependent on the recommendation of the supervisor based on the evaluation report.

Fobs and Keys

Employee identification badges, parking permit, keys and the key fob for building entry will be issued to employees after initial hire.

Work Orders

Employees are asked to submit Work Orders within 24 hours of becoming aware that something is not in good working order. The Work Order form can be found online under the District Forms tab.

Organizational System

SDM Staff	Student Concerns	Special Education	Guidance	Transportation	Athletics	
Level I	Teacher	Homeroom or SPED teacher	Teacher or Counselor	Kobussen Busing, LTDBus Driver	Coach	
Level II	Principal	Principal	Principal	Transportation CoordinatorPrincipal	Athletic Director	
Level III	District Administrator	Special Education Director	District Administrator	District AdministratorPrincipal	WIAA or Conference Commissioner	
Level IV	Board of Education	District Administrator	Board of Education	Board of EducationDistrict	Principal	

				Administrator		
Level V	Department of Public Instruction	Family Engagement Coordinator		Board of Education	District Administrator	
Level VI		DPI/ Board of Education			Board of Education	
	Curriculum/ Instruction	Facilities/ Building and Grounds	Finance	Technology	Policy/ Human Resources	Food Service
Level I	Instructional Coach or Principal	Custodian/Maintenance	Administrative Assistant	IT Director	Principal	Business Manager Food Service Manager
Level II	Principal	Principal	Principal	Principal/ Curriculum Coordinator	District Administrator	District Administrator Business Manager
Level III	Curriculum Director/Coordinator	Business Manager	Business Manager	Business Manager	Policy & HR Committee	Board of Education District Administrator
Level IV	District Administrator	District Administrator	District Administrator	District Administrator	Board of Education	Board of Education
Level V	Curriculum Committee	Building/ Grounds Committee	Finance Committee	Board of Education	Department of Public Instruction	
Level VI	Board of Education	Board of Education	Board of Education			

At each level, individuals presented with a challenge have up to 48 hours to answer. Both parties must try to resolve the issue before accessing the next level unless the next level is the person with whom the party is experiencing a challenge. This organizational chart works in both directions – top to bottom or bottom to top.

SCHOOL DISTRICT OF MANAWA
ACKNOWLEDGEMENT OF RECEIPT OF
EMPLOYEE POLICIES AND HANDBOOK

I acknowledge that I have received and reviewed a copy of the School District of Manawa Policies and Support Staff Handbook (Handbook). I understand that it is my responsibility to read

it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the School District of Manawa's policies and procedures are in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time, with or without prior notice.

I further understand that nothing contained in the Handbook may be construed as creating a guarantee of future employment, future benefits or a binding contract with the School District of Manawa for employment or benefits or for any other purpose. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by the School Board, or a policy contained herein, my employment is at will and my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or at my option.

I understand that I must sign and date a copy of this receipt and return it to the District Office and failure to do so may result in my immediate termination.

Employee Signature: _____

Print Employee Name: _____

Date: _____

SCHOOL DISTRICT OF MANAWA COACHES HANDBOOK



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ACTIVITY ACCOUNTS

Each sport has a high school activity account and a separate middle school activity account. All activity account purchases must be approved by the Athletic Director to be paid. Keep in mind that monies deposited into this account are from student fees and fundraisers. Acceptable purchases are those that directly benefit students.

ATHLETE CHANGING SPORTS IN SEASON OR DUAL SPORTS ATHLETES

Athletes cut from a sport during the initial tryout period are eligible for participation in another in-season sport. However, if an athlete is dropped from a team or quits a sport during the regular season (after the first contest is played), that athlete is not eligible to participate in any other sport during that season without the approval of the losing coach, the gaining coach, and the Athletic Director.

The Central Wisconsin Conference (CWC) does allow students to participate in two sports during the same season. Proper paperwork must be on file with the Athletic Director to be a dual sport athlete.

ATHLETE VIOLATIONS OF ELIGIBILITY RULES OR THE ATHLETIC CODE

Any violations of eligibility rules or the athletic code by any athlete on your team could subject the entire team to forfeits and the School District of Manawa, under certain circumstances, to sanctions from the WIAA. **As a coach, a representative of the School District of Manawa, and a role model for your athletes, you are expected to strictly enforce all WIAA, conference, and school rules and regulations.**

Any suspected or actual violations of any eligibility rules or of the Athletic Code should be reported immediately to the Athletic Director. You are expected to cooperate fully with the Athletic Director and to aid in the investigation of any suspected or alleged violations by your athletes.

AWARDS

The athletic department provides letters, pins, varsity letter certificates, and participation certificates for student-athletes. Any additional awards that you present to your athletes beyond those which are listed below must be purchased from your school district budget or activity fund.

C-team: Participation Certificates

Junior Varsity: Participation Certificates

Varsity: Letter Certificates, Letter (M), and Pins

Make sure your awards do not violate the WIAA rules regarding amateur status as described in the WIAA Rules of Eligibility, Article IV.

The head coach of each sport is responsible for coordinating the awards program for his/her program at the end of each season. The coach may choose to work with a support club, booster club, or group of selected parents in planning the type of awards ceremony that would best suit the students and the sport.

The head coach is expected by the School District of Manawa to attend CWC All-Conference Award meetings. If the head coach is unable to attend this must be communicated with the Athletic Director.

BUDGET

The head varsity coach may assist the Athletic Director in writing a yearly budget in his/her sport for the entire 7-12 program. All purchase orders must be signed and approved by the Athletic Director **prior** to the purchase. **COACHES ARE NOT TO CALL, FAX, OR MAIL ANY ORDER TO A VENDOR.** This is done by the district office upon approval of a purchase requisition.

Any requests for equipment, supplies, or training to the Manawa Athletic Booster Club must be preapproved by the Athletic Director. The Athletic Director will take any approved requests to the Manawa Athletic Booster Club for purchase by the Athletic Director. The Manawa Athletic Booster Club will reimburse the SDM after the order is placed.

All purchases for the current school year must be made by April 15th.

BUILDING USAGE

Coaches are only allowed to use School District of Manawa building for usage that directly pertains to the athletic team they coach. SDM buildings for their own personal benefit or leisure.

Coaches must follow the building reservation channels to reserve any space within either LWHS or MES.

COACHES ASSOCIATION MEMBERSHIPS

All coaches are encouraged to be a part of their sports Wisconsin State Coaches Association. This allows the School District of Manawa student-athletes the opportunity to be nominated for state awards.

COACHES NOT LICENSED TO TEACH (CNLT)

Any individual who will help in any way with coaching duties, whether paid or volunteer, and who is not licensed to teach (CNLT), is required to be registered by Little Wolf High School with the WIAA. This rule does NOT apply to student teachers that do not have supervisory responsibilities. For more information, visit www.wiaawi.org, under the WIAA Info tab, there is a link to coach's education. These coaches are required to complete the WIAA required coursework before their second year as a coach. Additionally, background checks, TB tests, and physicals are required by the district of all non-staff coaches, whether they are paid or volunteer.

Prior to the second year of coaching, CNLT must provide a certificate of completion of the course to the Athletic Director.

COACHING CLINICS

All head and assistant coaches at any level are expected to attend at least one coaching clinic per year. One clinic per year per coaching staff, will be paid for by the Athletic Department. If a coach does not attend a clinic however, it is an expectation that they do something else in the off-season to improve their coaching ability. Additionally, all head and assistant coaches can attend one clinic, per sport s/he coaches, during that school year. All coaching days need to be cleared through the athletic department.

COMMUNICATION WITH PARENTS

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your child becomes involved in our program, you have a right

to understand what expectations are placed on our athletes. This begins with clear communication from the coach of your child's program.

CONCUSSIONS

All coaches must read the Concussion Fact Sheet found near the back of this handbook and submit a signed acknowledgment form to the Athletic Director before they can coach each year. Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. Please familiarize yourself with this document.

DISTRICT POLICIES

All coaches, paid or volunteer, are expected to familiarize themselves with all SDM policies and are not limited to Program Policies, Professional Staff Policies, Support Staff Policies, and WIAA Policies. All district policies are accessible on the SDM website.

If a coach has any questions regarding policies, coaches should ask the Athletic Director, Principals, or District Administrator.

EMERGENCY SCHOOL CLOSINGS

The following policy will be in effect for practice, competitions, and meetings for athletic teams and extracurricular activities.

Late Start:

Athletic practices and activity meetings will follow the school day. Athletic and activity events being hosted at the high school will be as scheduled.

Early Release:

All sport levels must cancel practice. Activity meetings will be canceled. Athletic competitions at home or away will also be canceled.

Cancellation:

All school events/contests/practices will be postponed due to weather conditions, except for WIAA Tournament contests. Those events will be played, if possible. Additionally, no voluntary practices off school grounds will be allowed, if school is canceled.

EVALUATIONS OF COACHES

Head Coaches will be evaluated on a yearly basis. The Head Coach will evaluate assistant coaches every year, with a recommendation whether to rehire to the Athletic Director.

FIRST AID / CPR

All paid coaches are required to be CPR and first aid certified by the WIAA and will have the opportunity to obtain first aid training and cardiopulmonary resuscitation certification within one year of being hired for a coaching position at the School District of Manawa. (Contact the School District Nurse for available training opportunities.)

HARASSMENT

Harassment of any nature--racial, sexual, or ethnic--is banned by the School District of Manawa and the CWC. In addition, coaches are reminded that any type of behavior towards athletes that could be construed to be sexual harassment is strictly prohibited.

HAZING

Soliciting, encouraging, aiding or engaging in hazing is prohibited. Hazing means any intentional, knowing or reckless act directed against a student for being initiated into, affiliating with, holding office or maintaining membership in any organization, club or athletic team whose members are, or include, other students.

Students engaging in hazing will be subject to athletic and district disciplinary actions. Initiation rites that fall within that definition will not be tolerated at the School District of Manawa. Any coach who has knowledge of, or who participates in, the planning or actual hazing incident, will be subject to immediate and severe disciplinary action that could include immediate release of the coach from his/her position. Representatives of the School District of Manawa's athletic program are expected to cooperate fully with school and law enforcement authorities in any investigations involving hazing plans or incidents.

INJURY OR ACCIDENT OCCURRING TO AN ATHLETE

Following an accident or injury to an athlete, the coach responsible for that athlete must complete a Student Incident Report and submit it via the School District of Manawa Website within 24 hours. In addition, we expect coaches to adhere to the following guidelines:

1. Emergency Contact Forms should be stored in a waterproof receptacle in the first aid kit; the first aid kit is to be kept with the coach during all practices and games.
2. Coaches should provide emergency aid only to a level at which they are capable. If a coach has not been trained to perform first aid on a specific type of injury, the athlete should be made as comfortable as possible until emergency care personnel arrive.
3. Notify parents/guardians immediately.
4. Appoint a coach to take witness statements or record notes as soon as is feasible at the facility at which the injury occurred.
5. Obtain the name and address of the hospital to which the injured athlete is being conveyed and notify parents/guardians.
6. If possible, and with the concurrence of the attending physician, we encourage injured athletes to continue to attend practices

KEYS

1. All keys necessary for the efficient operation of the sport shall be issued to the coach at the beginning of the season.
2. Under no circumstances should keys be given to or entrusted to students, parents, or non-school district personnel. This could create a serious breach of security for the entire building. Keys are not permitted to be copied/made at any time.

3. Coaches must report any keys lost to the Athletic Director immediately upon discovery of the loss.
4. If the disappearance of keys is due to negligent handling of keys on the part of the coach, s/he may be held financially responsible for any re-keying that must take place.
5. At the end of the season, coaches must return all keys issued for a sport season unless the individual normally uses the keys to carry out his/her teaching duties. (Approval for out of season use will be given on a case-by-case basis.)

OUT-OF-SEASON CONTACT WITH ATHLETES

No activity or contact should in any way resemble a school team practicing, conducting tryouts, or competing out-of-season. Further, WIAA rules allow certain restricted contacts during the summer.

Specific information regarding this rule can be found in Article II of the WIAA Bylaws, and Article VI, Section 2, of the Rules of Eligibility. All coaches are expected to utilize WIAA allowable days of contact for each sport.

PARENT COMMUNICATION PROTOCOL

Communication among or between athletes, parents, and coaches is encouraged. The following criteria should be followed to enhance this communication:

1. The “24-Hour Rule” is in effect. Coaches are not to discuss complaints or issues from parents before 3:30 p.m. on the day following a contest. This rule also applies to electronic communication.

2. Coaches are expected to operate under an open-door policy where they will candidly respond to questions and concerns from either the athlete or the parent.
3. If the athlete or parent has a question or concern about the program, the question or concern should be brought directly to the head coach.
4. Contact with the coach should be accomplished as much as possible during normal school hours.
5. Coaches should schedule the meeting with the athlete and/or parents in a private setting.
6. Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.
7. Coaches are not required to respond to pressure groups.
8. In most of cases, the athlete/parent and coach should be able to communicate and reach an amiable solution to concerns and/or questions.
9. If the athlete, parent, and coach cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the Athletic Director.
10. If a parent brings a complaint to the Athletic Director/ Principal/ District Administrator, they will be directed back to the head coach. Students will be encouraged to advocate for themselves and work with the head coach to solve problems. When necessary, the Athletic Director will work with student-athletes to develop strategies to approach coaches appropriately.
11. School District of Manawa Communication Protocol:
Coach ⑦ Athletic Director ⑦ Principal ⑦ District Administrator ⑦ WIAA ⑦ Board of Education

PRACTICE REGULATIONS

Practice sessions should be well structured. Typical practices on school days should last between 1.5-2.5 hours, and should not exceed 3 hours, excluding time required for dressing. Coaches may be asked to provide a written practice plan for practices.

Practices may not begin before 6:00 a.m.

1. Sunday practices are not permitted unless authorized by the Athletic Director and or District Administrator.
2. A coach must be present at all practices and games.
3. Coaches should be the first to arrive and the last to leave all practice sessions, locker rooms and away events.
4. All coaches must notify the Athletic Director and Head Varsity Coach of their sport of all absences from, or cancellation of, practices or games. E-mail notification is preferred.

PRIOR TO BEING DECLARED ELIGIBLE TO PRACTICE

Do NOT allow a student to practice or compete without the following items on file:

Coach must check athlete clearance with LWHS Athletic Department prior to starting practice.

- Current physical examination form on file in Athletic Office.
- Signed Parent Concussion Form and Student Concussion Form
- Emergency Medical Form
- Signed parent/athlete WIAA Eligibility / LWHS Co-Curricular Code of Conduct
- Athletic Participation Fee paid
- Grades will be verified prior to competition

Final clearance for a student to practice will be communicated to the coach by the Athletic Director

Please do not accept any forms or payment from students. These must be turned into the main office. Coaches are responsible to keep the Emergency Medical Forms with them always while coaching.

PURCHASE OF ATHLETIC UNIFORMS, EQUIPMENT, OR SUPPLIES

Coaches may not, under any circumstances, contact a vendor directly to place an order for any item that will be used in the School District of Manawa athletic program. While it is expected that coaches will assist the Athletic Director in determining the needs of their respective programs, all purchases (including the fund which will pay for the order) must have prior approval of the Athletic Director.

The Athletic Director will then follow approved District guidelines for purchases. **All items purchased by a coach without prior authorization will be the responsibility of the coach for all payments due.**

RECRUITMENT OF ATHLETES

Recruitment of athletes from an interscholastic athletic program at another high school is strictly prohibited by the WIAA and by Little Wolf High School. Any coach verified to be engaged in this type of behavior will be disciplined immediately and could be subject to immediate dismissal from his/her coaching position.

In addition, it is expected that all coaches will be loyal to the school and their own program. Trying to recruit athletes from another in-season sport is also prohibited

REF RANKING

At the end of the season, the Varsity Head Coach is responsible to evaluate contest officials via WIAA procedure.

RELATIONSHIP BETWEEN HEAD AND ASSISTANT COACHES

The head coach is in charge of determining the direction of the specific sport. When decisions must be made regarding the specific offensive or defensive philosophy of the sport, the head coach determines the direction of the program. However, it is expected that the head coach will meet on an ongoing basis with assistant coaches of the sport to ensure that everyone is in accordance with the direction of the program.

If problems arise between the head and assistant coach(es), it is expected that the coaches in question will first try to resolve the problem among themselves in a professional manner. If problems continue to exist, the head coach will discuss the issues with the Athletic Director who will then intervene and attempt to resolve the problem.

RULES INTERPRETATION VIDEO AND EXAM

The School District of Manawa and the WIAA require all high school coaches (paid or volunteer) view the annual WIAA Rules for their sport, and take the rules exam.

SCHEDULES

1. Practices - Schedules are developed by the coaches. Practices that use indoor facilities must be reserved through the Athletic Department using the school district's online facility reservation system.

2. Sunday and Wednesday Practices/Contests – Practices on Sundays are prohibited without special permission from the District Administrator. On Wednesdays, all athletic participation is to be terminated by 6:00 p.m. unless prior approval is granted from the Athletic Director and or District Administrator.

3. Parents Night, Youth Night, etc. - Varsity coaches must let the Athletic Director know at least two weeks in advance of the dates of Parents Night, Youth Night, and any other special groups that will be attending

STUDENT & PARENT PRE-SEASON MEETING

Coaches will conduct a student and parent meeting before/at the beginning of the season. Most often this will occur as the same night as the seasonal athletic code meeting. During your first meeting with parents, coaches are expected to present in writing and discuss these items among other things.

- Practice schedule
- Team Rules
- Coaching Philosophy Statement
- Special dates and events
- Game schedule
- Team Selection Policy
- Lettering Policy
- How players earn playing time

TRANSFER STUDENTS

When a student transfers into Little Wolf High School and indicates that s/he wishes to participate in the athletic program, the circumstances surrounding that transfer will be fully investigated to ensure that no violations of WIAA transfer rules or recruitment rules have taken place. No coach should allow a transfer student to play without first receiving complete clearance from the Athletic Director.

TRANSPORTATION OF ATHLETES

The Athletic Director will arrange transportation for the team within the guidelines established by the District. Prior to the start of the season, each coach should confirm bus departure times with the Athletic Director. Coaches are not to call the bus company to make changes to the bus schedule, unless approved by the Athletic Director or Principal.

When a school-provided vehicle is chartered, all athletes are expected to ride to and from practices and contests on that vehicle. Athletes may return HOME from an away contest with parents/guardians providing prior approval has been obtained from the coach and the appropriate waiver has been signed. In such cases, the coach is responsible for ensuring that the athlete leaves the contest with his/her parent/guardian.

UNIFORMS AND EQUIPMENT

At the end of the season, coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment, and notify the Athletic Director of missing uniforms and equipment that need repair or replacement due to safety issues.

Prior to the beginning of the season, coaches must check uniforms and equipment to ensure that all uniforms are available, and all equipment is safe and meets the requirements of the rules.

At the beginning of and during the season, the coach must keep accurate records regarding any uniforms and equipment issued to athletes, the return of uniforms and equipment from athletes during the season, and the return of all outstanding uniforms and equipment at the end of the season.

Difficulties in retrieving uniforms and equipment from athletes should be reported immediately to the Athletic Director, who will attempt to retrieve any lost or stolen materials. In the event that the uniforms and equipment cannot be located, the student will be placed on the ineligibility list until such time the items are returned, or the school is financially reimbursed for the items.

VARSITY LETTER AWARD CRITERIA

The letter is awarded only to varsity athletes of Little Wolf High School that have displayed a high degree of school citizenship and athletic excellence.

The District sincerely expects that the letter be worn or displayed with personal pride so that the significance of this award will continue to remind others of its true meaning.

1. The athlete must demonstrate team spirit through effort, dedication, and cooperation with team members and coaches.
2. The athlete must complete the season in good standing.

3. The athlete must attend all practices and contests unless excused by the coach prior to the absence.
4. Specific lettering criteria will vary from sport to sport. Honorary awards, with the Athletic Director's approval, can be given in special situations.
5. A letter may be awarded to a senior athlete, with the approval of the Athletic Director, if the senior has participated in the sport for two years at the school without meeting all the criteria for a letter.

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)

The School District of Manawa is a member school of the WIAA, which is the governing body for interscholastic athletics in the state of Wisconsin. The following information is made available to all coaches by the WIAA: WIAA Senior High School Handbook, WIAA Season Regulations published for fall, winter and spring sports, and the WIAA Bulletin. Coaches may access the WIAA website at www.wiaawi.org.

Under no circumstances are coaches to contact the WIAA directly without prior clearance by the Athletic Director regarding policy interpretations, rules or procedures. The primary contact for the School District of Manawa is the Athletic Director; and, in certain circumstances, WIAA procedures dictate that the WIAA cannot receive requests directly from coaches.

ACKNOWLEDGEMENT

I _____ (coach's full name) acknowledge that I have received the current 'Coaches Handbook' and understand that it describes the conduct and behavior expected of me as a coach and representative of the School District of Manawa.

Coach Signature

Date

Athletic Director Signature

Date

Principal Signature

Date

District Administrator Signature

Date