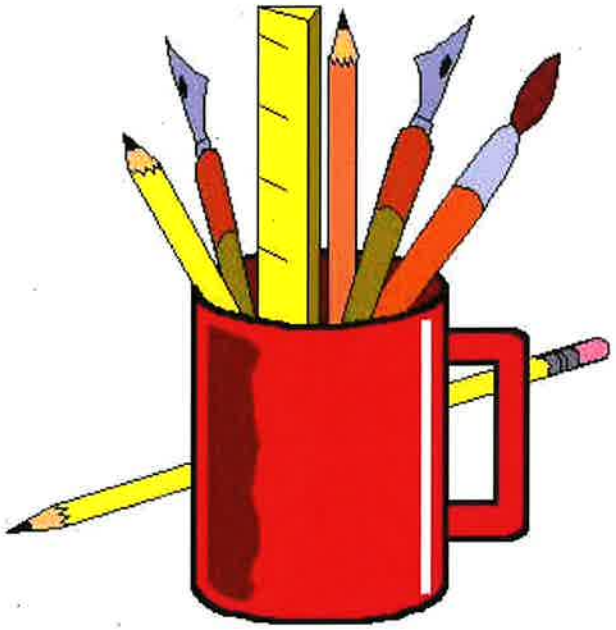
# Monticello Classified Staff

# Policies and Handbook

# 2019-2020



**Monticello School District**
334 South Main Street
Monticello, Wisconsin 53570
Phone: (608) 938-4194
www.monticello.k12.wi.us

# MONTICELLO CLASSIFIED STAFF POLICIES AND HANDBOOK
# 2019-2020

## INTRODUCTION

This Handbook is provided as a reference for the School District of Monticello's classified staff employees. Classified staff employees are not represented by a bargaining unit and specifically include the District Administrative Assistant/Elementary Secretary, District Bookkeeper and Technology Services Coordinator.

The contents of this Handbook are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this Handbook is not intended to create, nor is it intended to be construed to constitute, a contract between the District and any of its employees or a guarantee of continued employment. Except as may be provided by an individual written employment agreement approved by the School Board, all employment with the District is at will and 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 the employee.

In case of a direct conflict between this Handbook, rules, regulations or policies of the Board with any specific provisions of an individual contract, the individual contract will take precedence.

This Classified Staff Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this Handbook should not be considered all inclusive. Copies of Board Policies and Administrative Regulations are available in each administrative office to all personnel and are on the District website at www.monticello.k12.wi.us. It is important that each employee be aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration, the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code, and the policies of the Monticello School District Board of Education.

***Note: All Board Policies referred to in this handbook can be accessed at***
***http://www.monticello.k12.wi.us***
***Choose the District tab at the top and scroll down to Board Policies***

# GENERAL EMPLOYMENT POLICIES AND WORK RULES

## Employee Classification

A regular, full-time classified staff employee is an employee regularly scheduled to work greater than or equal to thirty (30) hours per week for twelve (12) months, whose work schedule depends upon assignments.

A part-time classified staff employee is regularly scheduled to work less than thirty (30) hours per week and at least ten (10) hours per week.

## Employee Discrimination and Harassment - Equal Employment Opportunities (Board Policy 3200.00)

The Monticello Board of Education is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of discrimination, including harassment. In accordance with the Wisconsin Fair Employment Law, the District does not discriminate on the basis of: age (40+), ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces. In addition, harassment, retaliation, and unfair honesty testing are illegal under the law.

The Board further commits the school district's administrators, supervisors, and employees to actively promote equal opportunity employment.

The School District of Monticello will recruit, hire, train, promote, compensate, administer employee benefits, transfer, and administer reductions in staff in a nondiscriminatory manner without regard to membership in any legally protected classification.

### Harassment

The District shall not tolerate harassment based on any personal characteristic described above. Harassment and other unacceptable activities that could become a condition of employment or a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited.

Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace.

Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive work

environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to the following:

1. Unwelcome sexual advances, comments or innuendo;
2. Physical or verbal abuse;
3. Jokes, insults or slurs directed toward the protected groups set forth above (Such comments are unacceptable whether or not the individual within the protected group is present in the workplace to overhear them and whether or not a member of a protected group professes to tolerate such remarks);
4. Taunting based on personal characteristics described above intended to provoke an employee; and/or
5. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

Anyone who believes that he or she has been the subject of discrimination or harassment, including sexual harassment, or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in Board Policies 3200.01 and 3200.02. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy.

The District shall take appropriate and necessary action to eliminate employee discrimination and harassment. Actions that result in discrimination on a basis not related to an employee's job performance or are determined to be harassment shall be subject to disciplinary action, up to and including dismissal. In addition, employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action up to and including dismissal.

This policy and its accompanying procedures shall be published annually and distributed to all staff as part of an Employee Handbook. Training on this policy and accompanying procedures will be conducted annually for all staff in the District.

Any questions or concerns regarding the District's equal opportunity policies may be directed to the District Administrator or the District's designated Equity Coordinator/Director of Pupil Services at Extension 2797.

## Employee Discrimination and Harassment Complaint Procedure

**Board Policy 3200.01**

*(A copy of the Employee Discrimination and Harassment Complaint Form is included in Appendix C)*

Any employee, volunteer, or applicant for employment who believes that the District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act or has in some way violated the District's Employee Discrimination and Harassment - Equal Employment Opportunities policy may bring or send a complaint to:

Monticello School District Office
Attention: Equity Coordinator/Director of Pupil Services
334 South Main Street
Monticello, Wisconsin 53570

The procedure for bringing forth and processing complaints is outlined below.

**Step 1**

The person who believes he/she has a valid basis for a complaint may discuss the concern with a building principal or his/her supervisor. The complaint should be in writing and describe in as much detail as possible the circumstances and possible facts of the situation. (A complaint form is provided in Board Policy 3200.02.) The principal or supervisor shall keep a written record of the discussion and provide a copy to the complainant. The principal or supervisor shall investigate the complaint and render a written decision to the complainant in writing within ten (10) working days.

**Step 2**

If the complaint is not resolved in Step 1, the complainant may file the complaint in writing with the Equity Coordinator/Director of Pupil Services (hereafter referred to as "Equity Coordinator"). The complaint must be filed within ten (10) working days of the decision rendered in Step 1.

A copy of the written complaint filed at Step 2 must also be provided to the principal or supervisor involved. The Equity Coordinator shall arrange a meeting to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties.

The Equity Coordinator shall give a written answer to the complainant within fifteen (15) working days after the final meeting regarding the complaint. The written response may be delivered to the complainant either by hand with his/her dated signature verifying receipt or by certified mail, return receipt requested.

**Step 3**

If the complainant wishes to appeal the decision rendered in Step 2, he/she may submit a signed statement of appeal to the District Administrator within ten (10) working days after receipt of the building principal's or his/her designee's response to the complaint. The District Administrator shall meet with all parties involved, make a decision regarding the complaint, and respond in writing to the complaint within fifteen (15) working days. The written response may be delivered to the complainant either by hand with his/her dated signature verifying receipt or by certified mail, return receipt requested.

If the complaint is against the District Administrator, the process shall automatically advance to Step 4.

**Step 4**

If the complaint is not resolved in Step 3, or if the complaint is against the District Administrator, the complainant may file the complaint in writing with the Board Clerk. The complaint must be filed within ten (10) working days after the receipt of the decision being appealed. The Board of Education shall consider the complaint at the soonest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) working days after the meeting advise the complainant in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.

Harassment or discrimination on the basis of a protected characteristic such as age (40+), ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces, or any other protected characteristic is illegal and is prohibited by state and federal law. If the complainant is not satisfied with the Board's decision, or in lieu of utilizing these complaint procedures, the complainant may utilize alternative actions available under state or federal laws.

Complaints may be filed under the Wisconsin Fair Employment Law by contacting:

Wisconsin Department of Workforce Development Equal Rights Division
P.O. Box 8928
Madison, WI 53708

The U. S. Equal Opportunity Commission may be contacted at:

Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 500
Milwaukee, WI 53203-2292

Complaints may also be filed with the U.S. Department of Education's Office for Civil Rights:

Chicago Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661
Telephone: (312) 730-1560; FAX: (312) 730-1576; TDD: (877) 521-2172
Email: OCR.Chicago@ed.gov

**Maintenance of Complaint Records**

The maintenance of complaint records is necessary for the purpose of documenting compliance. Records should be kept for each complaint filed according to state record retention laws and, at a minimum should include:

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

## Student Discrimination and Harassment – Equal Educational Opportunities
**Board Policy 5102.00**

The School District of Monticello is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational, or other programs or activities shall not be abridged or impaired because of a student's age, sex, race, religion, color, disability, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation,

or physical, mental, emotional, or learning disability or any other legally protected classification.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Students who have been identified as having a handicap or disability, under Section 504 or the American with Disabilities Act, shall be provided reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered by the district's Special Education policies and procedures.

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and release time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

In keeping with the requirements of state law, the School District of Monticello shall strive to remove any vestige of discrimination in admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships, and other aids, benefits, or services to students from private agencies, organizations, or persons; instructional and library materials used in the district; methods, practices, and materials used for testing, evaluating, and counseling students; location and use of facilities; opportunity for participation in athletic programs or other co-curricular activities; and in school-sponsored food service programs.

**Harassment**

Harassment is a form of discrimination and shall not be tolerated in the District. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment do not occur.

For purposes of this policy, "Discrimination" means any action or practice including bias, stereotyping or student harassment to a person or group of persons and differentiates or distinguishes among person or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based on any personal characteristic described above.

"Harassment" means behavior toward or between students based on any personal characteristic described above which substantially interferes with a student's school performance or creates an intimidating , hostile or offensive environment. Harassment can arise from a broad range of physical or verbal behavior that can include, but not be limited to: physical or mental abuse, racial insults, ethnic or religious slurs, unwelcome sexual advances or touching, sexual comments or jokes, sexually explicit derogatory statements or discriminating remarks that are offensive or objectionable to the recipient or which cause the recipient discomfort or which interfere with the recipient's academic performance.

Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter in accordance with established complaint procedures. All reports regarding student discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. The District shall take all appropriate and necessary action to eliminate student discrimination and harassment, up to and including discipline of the offenders. There shall be no retaliation against any person who files a complaint under this policy. Employees who fail to respond to discrimination or harassment complaints or to act on knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including termination. In addition, employees who engage in behaviors found to be discrimination or harassment will be subject to disciplinary action up to and including termination.

Any questions or concerns regarding this policy may be referred to the District Administrator or to the District's designated Equity Coordinator/Director of Pupil Services. Complaints shall be processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the district's official newspaper and posted in the school district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.
Copies of the complaint procedures shall be included in staff and student handbooks.

## Student Discrimination and Harassment Complaint Procedure

**Board Policy 5102.01**

*(A copy of the Student Discrimination and Harassment Complaint Form is included in Appendix D.)*

Any person who believes that the District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act or has in some way violated the District's Student Discrimination and Harassment-Equal Educational Opportunities policy may bring or send a complaint to:

Monticello School District Office
Attention: Equity Coordinator/Director of Pupil Services
334 South Main Street
Monticello, Wisconsin 53570

Complaints alleging failure to reasonably accommodate a student's religious beliefs with regard to examinations and other academic requirements should also be sent to the School District Office for processing in accordance with this complaint procedure.

Discrimination complaints relating to the identification, evaluation, educational placement, or the provisions of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in Board Policy 2460.00, Special Education Programs and the Wisconsin Department of Public Instruction Model Local Educational Agency Special Education Policies and Procedures referenced therein.

The procedure for bringing forth and processing complaints is outlined below:

**Step 1**

A written statement of the complaint shall be prepared by the complainant and signed. (A complaint form is provided in Board Policy 5102.02.) This complaint shall be presented to the Equity Coordinator /Director of Pupil Services (hereafter referred to as "Equity Coordinator"). The Equity Coordinator shall send written acknowledgement of the complaint within ten (10) working days of receipt.

**Step 2**

The Equity Coordinator, upon receiving a written complaint, shall immediately undertake an investigation of the alleged discrimination or harassment. The Equity Coordinator shall review, with other appropriate persons, the facts comprising the alleged discrimination or harassment. He/she shall decide the merits of the case, determine the action to be taken, if

any, and report the findings and his/her decision to the complainant in writing within fifteen (15) working days. The written response may be delivered to the complainant either by hand with his/her dated signature verifying receipt or by certified mail, return receipt requested.

**Step 3**

If the complainant is dissatisfied with the decision of the Equity Coordinator in Step 2, he/she may appeal the decision in writing to the District Administrator within ten (10) working days after receipt of the Equity Coordinator's response. The District Administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within fifteen (15) working days after the meeting. The written response may be delivered to the complainant either by hand with his/her dated signature verifying receipt or by certified mail, return receipt requested.

If the complaint is against the District Administrator, the process shall automatically advance to Step 4.

**Step 4**

If the complaint is not resolved in Step 3, or if the complaint is against the District Administrator, the complainant may file the complaint in writing with the Board Clerk. The complaint must be filed within ten (10) working days after the receipt of the decision being appealed., The Board of Education shall consider the complaint at the soonest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) working days after the meeting advise the complainant in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.

If a complainant wishes to appeal a negative determination by the Board of Education, he/she has the right appeal the decision to the State superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may appeal discrimination or harassment complaints directly to the State Superintendent if the District has not provided written acknowledgement within 45 days of receipt of the complaint and/or made a determination within 90 days of receipt of the written complaint. Such appeals should be addressed to:

State Superintendent, Department of Public Instruction
125 South Webster
PO Box 7841
Madison, Wisconsin 53707-7841.

Harassment or discrimination on the basis of a protected characteristic such as sex or sexual orientation, race, marital status, religion, color, national origin, ancestry, age, qualifying disability, or other protected characteristic is illegal and is prohibited by state and federal law. If the complainant is not satisfied with the Board's decision, or in lieu of utilizing these complaint procedures, the complainant may utilize alternative actions available under state or federal laws.

Complaints may be filed by contacting:

Chicago Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661
Telephone: (312) 730-1560; FAX: (312) 730-1576; TDD: (877) 521-2172
Email: OCR.Chicago@ed.gov

No person will be subject to any form of retaliation identity for using this complaint procedure or for assisting others in using this complaint procedure. Confidentiality of any information related to complaints, complaint proceedings, and the identity of person(s) making and named in complaints will be maintained to the extent consistent with adequate investigation and appropriate corrective action and legal requirement.

**Maintenance of Complaint Records**

The maintenance of complaint records is necessary for the purpose of documenting compliance. Records should be kept for each complaint filed according to state record retention laws and, at a minimum should include:

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

## Drug, Alcohol and Tobacco Free Workplace

Employees have the right to work in a safe drug, alcohol and tobacco free workplace. (*See Board Policy 3122.00)*

### Alcohol and Drugs

The District prohibits the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, illegal drugs, or controlled substances on school premises, in District-owned vehicles, or while involved in school-sponsored activities. In addition, the District prohibits an employee from engaging in the manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances at any time and in any location even where the employee is not on District premises or on work time. Any employee who violates the District's Drug, Alcohol and Tobacco Free Policy may be disciplined, up to and including termination.

### Tobacco Products

The District prohibits the possession and use of all tobacco and tobacco-related products on school premises, in District-owned vehicles, and at all school-sponsored activities. Any employee who violates the District's Tobacco Products Policy may be disciplined, up to and including termination.

### Drug-Free Awareness Program

As required by the Federal Drug Free Workplace Act, the District has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, community resources for substance abuse counseling, and the penalties that may be imposed upon employees for drug abuse violations.

### Notification of Conviction – Drug Violations in the Workplace

As a condition of employment, any employee who is engaged in the performance of a grant from any federal agency shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice from an employee or otherwise receiving actual notice of such conviction, the District shall notify the federal granting agency of the conviction. Additionally, after receiving notice of such conviction, the District shall either take appropriate personnel action against the employee, up to and including termination of employment, or require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. *(See Board Policy 3500.00)*

**Consequence for Violation of Drug, Alcohol and Tobacco Use Policies**

Employees who violate the District's policies regarding drugs, alcohol, tobacco and tobacco-related products shall be subject to disciplinary sanctions, up to and including termination from employment, and referral to appropriate law enforcement officials for prosecution. In its sole discretion, the District may allow an employee to undergo evaluation for drug, alcohol or tobacco addiction and successfully complete any recommended treatment in lieu of termination.

## Criminal Charges/Conviction Reporting – General Requirements

Every District employee shall notify his or her immediate supervisor or District Administrator as soon as possible, but no more than five (5) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or misdemeanor, excluding minor traffic offenses. The District may conduct criminal history and background checks on its employees. Failure of an employee to report under this provision may result in disciplinary action, up to and including termination. (*See Board Policy 3500.00)*

## Child Abuse and Neglect

Any employee of the School District of Monticello having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child has been threatened with an injury and that abuse will occur, shall immediately contact the county social services department, the county sheriff's department, or local police department and inform the agency or department of the facts and circumstances which lead to the filing of the report. The building principal shall be made aware immediately if any such report is filed. *(See Board Policy 8462.00)*

Employees shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect. Official representatives of county agencies, sheriff's deputies or local law enforcement officials may contact, observe, or interview a child at school without permission from the child's parent, guardian, or legal custodian if necessary to determine if a child is in need of protection or services.

No employee shall be discharged from employment for making such a report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the individual who makes such a report.

Failure to report suspected cases of child abuse and neglect is punishable by a fine and/or jail sentence.

The District shall provide employee training in identifying children who have been abused or neglected and the laws and procedures governing the reporting of suspected or threatened abuse or neglect.

## Staff – Student Relations

The District requires that all employees maintain professional and ethical relationships with students that are conducive to an effective and safe learning environment. Employees must act as role models for students at all times, both on and off school property, as well as during and outside of school hours. Employees must exercise good judgment and professionalism in all interpersonal relationships with students. Employees must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to the appearance of impropriety.

Employees may not engage in the following inappropriate behaviors, which include, but are not limited to: dating students, regardless of the student's age; flirting with students; physical displays of affection with students; giving inappropriate personal gifts to students; frequent personal communication with students unrelated to official school matters; providing alcohol or drugs to students; and engaging in sexual relationships with students.

Employees who maintain personal webpages or online networking profiles are strongly discouraged from communicating with students via these media.

Employees who violate this policy will be subject to discipline, up to and including termination, and may also be subject to criminal charges.

## Employee Use of Technology

The School District of Monticello provides employees with access to and use of a variety of information technology resources in an effort to allow them to be more efficient, creative, productive, and have information that is necessary for them to carry out their responsibilities as District employees. Employees are expected and required to use these information technology resources in a manner consistent with their positions and work responsibilities with the District.

All employees must review the terms and conditions for acceptable use of the school computer network and other technology resources and sign a user agreement upon employment and on an annual basis. Board Policies 2590.00 (Internet Safety and Acceptable Use for Network Access), 2590.02 (Employee Acceptable Use Agreement) and 3211.00 (Employee Use of Technology) are included in Appendix B. The provisions of these policies will be reviewed during new employee orientation. Additional questions

about employee use of technology resources may be addressed to the District Administrator.

## Gifts and Sale of Goods

No District employee may receive for his or her personal benefit anything of value from any person other than the District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any pupil while on District property or at a District activity.

## Personnel Records

Employees may review certain personnel records in accordance with Wis. Stat. §103.13 and Board Policies 8320.00 and 8320.01.

## Emergency School Closing

The School District of Monticello will operate as regularly scheduled whenever possible, with minimal interruptions to curricular and co-curricular activities. Whenever it becomes necessary to contemplate closing schools due to inclement weather, careful consideration will be given to the effect of the decision on the total school program.

In the event that the school district must close school, the District Administrator shall determine whether or not co-curricular activities will need to be canceled and rescheduled.

School closing information will be reported to local media outlets. A list of these media outlets will be published in school handbooks and listed in the school newsletter during the school year.

## Employee Obligations and Procedures in the Event School Is Closed

Classified staff employees are expected to report for work during inclement weather situations, if at all possible. Employees unable to report for work will be permitted to use accumulated vacation time or paid leave to continue paid status on inclement weather days. Employees unable to report for work must report to the District Administrator or his/her designee as soon as possible and arrange for vacation or paid leave to be used. In the event that an employee is sent home prior to the end of her/his normal work day as a result of inclement weather, she/he will suffer no loss in pay, but may be required to make up the lost time on another date.

Employees will not be paid for time not worked due to school closings except as referenced above.

## Health Examinations

The District requires, as a condition of employment, that all new employees obtain a physical examination, including a tuberculin skin test. Freedom from tuberculosis in a communicable form is a condition of employment. If the employee's tuberculin skin test is positive, a chest X-ray shall be required.

The Board shall pay the cost for any required physical examination, which shall be performed by the District's authorized physician.

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 upon 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.

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. Stat. §121.52(3)(a) by including in any contract with any owner or lessee of any privately owned motor vehicle transporting pupils for compensation provisions for the contractor to require physical examinations for all school bus drivers, as prescribed by Wis. Stat. §121.52(3)(a).

## Hepatitis B Vaccination Requirement

The District requires all employees to either a) complete the Hepatitis B vaccination series; b) provide documentation that he/she has previously completed the vaccination series; or c) sign a declination form.

Generally, the Hepatitis B vaccination series is administered through a series of three shots over a 6-month period of time.

New employees shall have until March 1 of the current school year to complete this requirement.

Those employees covered under the District's group health coverage should make arrangements with their medical provider to have the shots administered. The Hepatitis B series will be administered by the medical care provider at no cost to the employee as part of the District's group health plan.

Employees who are not covered under the District's group health plan but in need of the Hepatitis B vaccination series should advise the District Administrator. Arrangements will be made for the employee to obtain the vaccination series free of charge.

## General Work Rules

Proper standards of conduct are necessary to provide for the safe, orderly and efficient performance of work. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following is a non-exhaustive list of examples of the types of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Unauthorized or improper use of District property for personal reasons, including computer hardware, software, email and internet access.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of illegal drugs.
- Fighting or threatening violence in the workplace
- Disruptive use of profanity
- Insubordination or other disrespectful conduct
- Sexual or other unlawful harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism, tardiness and/or any absence without notice
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct

## Prohibition against Work Stoppage

No employee will instigate, promote, encourage, sponsor, engage in or picket in support of any job action including, but not limited to, working to contract, working to rule, sickout, slowdown, work stoppage, strike or any other intentional interruption of usual and

customary work. Any or all of the employees who violate any of the provisions of this policy may be subject to discipline by the District up to and including discharge.

## Work Related Injuries

Injuries occurring during the course of employment must be reported the District Administrator or his/her designee immediately. A written accident report must be submitted as soon thereafter as possible. The Employee Accident Form is available in the District Office and is also included in Appendix A for review. The completed form should be signed, witnessed and submitted to the District Bookkeeper.

*Failure to report an injury immediately may jeopardize an employee's claim for Worker's Compensation benefits.*

## Confidentiality

Classified staff employees are routinely exposed to confidential or sensitive information about students, families, personnel, Board of Education matters and school operations in the course of their duties. Employees are cautioned to maintain discretion and the highest ethical standards when dealing with sensitive or confidential matters. Confidential materials, records and information which is prepared by employees or discussed by employees may only be shared with authorized personnel. Such materials may not be removed from school premises without the express authorization of the District Administrator. See Board Policy 8330.00 regarding student records.

# LEAVE BENEFITS

## Paid Leave Allocation, Accumulation and Procedures

Full-time classified staff employees are granted twelve (12) days of paid leave effective July 1, which is the beginning of the fiscal year.

Part-time classified staff employees regularly working 25 hours or more per week will be granted paid leave on a prorated basis.

Part-time classified staff employees regularly working less than 25 hours per week do not qualify for paid leave benefits.

Unused paid leave days may be accumulated up to a limit of one hundred ten (110) days.

**Paid Leave Allowable Uses**

Paid leave may only be used for the following reasons: personal illness or injury, medical and dental appointments for the employee and/or his/her child that may not be scheduled outside of the employee's regularly scheduled work hours, illness or injury of an individual residing in the employee's primary household, illness or injury of the employee's parent or parent-in-law, illness or injury of the employee's child, court action that requires the employee to appear in court as a defendant or plaintiff, not including any action against the District, a summons from a government agency (e.g., IRS) that would require the employee to appear on a school day, funerals, and minor emergencies as approved by administration.

**Process for Requesting Paid Leave**

For scheduled absences, such as medical and dental appointments, employees must submit an online request for approval at least one full school day in advance of the absence. Employees must also advise their supervisor or his/her designee of the absence as soon as possible prior to the absence.

For unscheduled absences, when an employee is prevented from completing his/her assigned work due to personal illness or injury, the employee must notify his/her immediate supervisor or designee to ensure proper coverage is provided. When the employee returns to school from an unscheduled absence, he/she must submit an online request for approval no later than the date of his/her return to work.

Paid leave will be charged in minimum increments of one-fourth (1/4) of the employee's scheduled hours.

**Paid Leave Verification**

Under certain circumstances, such as an absence of three or more consecutive days; the frequent use of sick leave; or a pattern of absences adjacent to weekends, breaks or holidays; the District may require the employee to provide a physician's statement confirming the illness.

**Payment at Termination**

At the termination of employment, compensation for any unused paid leave will be remitted on the final paycheck. After five (5) years employment, employees will receive thirty-five dollars ($35.00) per day, to a maximum of one hundred ten 110 accumulative days, for every day of paid leave not used from the start of employment to the termination of their employment.

**Annual Paid Leave Payout**

A payment of thirty-five dollars ($35.00) per day of unused paid leave will be paid for the balance of the annual allocation to employees who have worked in the District for five (5) or more years and have accumulated their maximum paid leave.

## Personal Leave Allocation, Accumulation and Procedures

Two (2) personal days per year will be granted to each full-time classified staff employee.

Part-time classified staff employees regularly working 25 hours or more per week will be granted two (2) personal days corresponding to the employee's normal work day.

Part-time classified staff employees regularly working less than 25 hours per week are not eligible for personal leave benefits.

Personal days will be charged in minimum increments of one half (1/2) day. Unused personal days will be carried over after June 30 and added to the employee's accumulated paid leave effective July 1.

**Personal Leave Allowable Uses and Restrictions**

Personal leave may be used for any reason. Requests for personal leave will be granted in the order in which they are received at the discretion of administration based on the operational needs of the District.

**Process for Requesting Personal Leave**

Personal Leave must be requested at least three (3) work days in advance. Employees must submit such requests online.

## Emergency Leave

Full-time classified staff employees may be granted up to five (5) days of non-cumulative emergency leave per year. The emergency leave day will correspond to the employee's normal work day. Employees must request prior approval from the District Administrator before emergency leave will be granted. In the event use of emergency leave is not approved, the employee will not be paid for the time missed.

The District Administrator may grant an employee additional emergency leave days to be deducted from accumulated paid leave at his/her discretion.

## Jury Duty Leave

Employees who are selected for jury duty shall be paid at their normal rate for hours served that fall within their regular work day. This payment is in lieu of, not in addition to, any court jury duty pay. Jury duty payment that is received from the court system shall be remitted to the District Office.

Employees who are selected for jury duty shall inform the District Administrator in advance of their absence.

## Unpaid Leave

Employees who have exhausted all of their available paid leave may request unpaid leave. The granting or denial of unpaid leave will be determined on a case by case basis at the discretion of the District Administrator. Except in cases of emergency, an employee who foresees the need to use unpaid leave must make such a request to the District Administrator at least ten (10) calendar days in advance of the unpaid leave. Unless otherwise provided by law, an employee who has used more than two (2) days of unpaid leave will reimburse the District for the District's contribution toward the employee's health and dental insurance for each unpaid day beyond two (2) days. The cost will be computed on an hourly basis. An employee may not be granted leave under this section until he or she has first exhausted all other applicable paid leaves available.

## Family and Medical Leave

The District provides family and medical leave as required by the state and federal Family and Medical Leave Acts. Both state and federal leave calculations are based on a calendar year.

See Board Policy 3364.00 for a complete 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. For additional information regarding military leave, refer to Board Policy 3375.00.

## Attendance, Absenteeism and Tardiness

Employees must notify the District Administrator or his/her designee of any absence or departure from scheduled work hours through compliance with the provisions described in the Handbook or Board policy relating to the reason for the absence. Certain absences require prior approval; all absences or departures from scheduled work hours require employees to provide prior notification that they will be absent for all or part of their regularly scheduled work days.

Employees will be considered tardy if they arrive at work after the start of their regularly

scheduled work days without a valid reason for their late arrivals, as determined by the District, and prior notification to the District Administrator or his/her designee. Employees who are absent for part or all of a regularly scheduled work day without prior notification and approval, will result in said absences being considered unexcused.

Any significant unexcused absence may result in discipline or termination. "Significant" may mean, but is not limited to, the following: number of instances, one instance of unexcused absence at a crucial time, or an instance of an unexcused absence taken in an insubordinate manner. Employees may also be denied Unemployment Compensation benefits if they are terminated for five unexcused or no-notice absences, or six unexcused or no-notice tardy instances in a 12-month period. Also, three days in a row of absence without notice will be seen as a voluntary resignation, which may result in a denial of Unemployment Compensation benefits.

## Perfect Attendance Incentive

In order to qualify for the perfect attendance incentive, employees who are scheduled to work 52 weeks per year must not have used any paid leave other than vacation days during the period July 1 through June 30. (Professional leave approved by administration does not impact eligibility for the incentive payment.) Those employees who achieve perfect attendance will be awarded a $500 incentive payment on the June 30th payroll. Classified staff employees working less than 30 hours per week are entitled to a pro-rated portion of the $500 incentive payment commensurate with their weekly assigned hours. ($12.50 x weekly assigned hours).

## Vacations

All full year full-time classified staff employees will be provided with annual vacation upon completion of the following years of service according to the following schedule:

| | |
|---|---|
| After one (1) year | Two Weeks (10 days) |
| After eight (8) years | Additional Week (15 days) |
| After fourteen (14) years | Additional Week (20 days) |

The Board, in its sole discretion, may grant an individual classified staff employee additional vacation days.

Part-time employees will be granted vacation days on a prorated basis.

### Accrual

Vacation days will accrue from July 1 to June 30. Vacation time will accrue only during regular employment and paid leaves of absence. Employees who begin employment between July 1 and June 30 will accrue vacation on a prorated basis.

### Scheduling

Vacation time may be taken in full blocks, or in shorter blocks of not less than four (4) hours. Request for vacation time must be made and approved by the District Administrator a minimum of one (1) working day prior to taking such leave.

### Carryover

Vacation time may not be carried over into the following year. There is no payout provided for unused vacation time.

### Vacation at Termination of Employment

Should an employee terminate employment for any reason except discharge, during the year prior to using all of her/his accrued vacation days, the employee shall be paid for vacation time which has accrued to the employee but which the employee has not used.

## Holidays

All classified staff employees regularly scheduled to work 25 hours or more per week will be provided with the following paid holidays:

| | |
|---|---|
| New Year's Day | Thanksgiving Day |
| Good Friday | Friday after Thanksgiving |
| Memorial Day | Christmas Eve Day |
| Fourth of July | Christmas Day |
| Labor Day | New Year's Eve |

### Holidays Falling on Non-Work Days or Observed on a School Day

In the event a holiday falls on a non-work day or in the event a holiday is observed on a school day, a "floating holiday", to be scheduled with the approval of the District Administrator, will be provided.

# PAYROLL PROCEDURES

## Payroll Payments

Payroll payments for all employees shall be on the 15th and the 30th of the month or the workday before this date if a payday falls on a weekend or holiday.

Payroll payments will only be distributed to the employee and will not be distributed early.

If an employee believes that an error has been made regarding his or her compensation, he/she must contact the District Office immediately. Reports of payroll errors will be promptly investigated. If it is determined that an error has been made and timely reported, the error shall be promptly corrected.

## 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.

Changes to information regarding direct deposit shall be received by the District Office at least ten (10) 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 to the District Office.

# FRINGE BENEFITS

## Health Insurance

The Board will provide a group health insurance plan for classified staff employees who meet the health insurer's eligibility requirements a. Those employees who work less than 30 hours per week are not eligible for health coverage through the District due to the insurance provider's minimum requirements. The Board reserves the right to change the health insurance carrier, health insurance plan, and health insurance benefits at its discretion.

The Board will pay 88% of the rate for both the family and single plan health insurance provided by the Board for those full-time classified staff employees who complete the District's health risk assessment (HRA) which is normally scheduled in February.

The Board will pay 85% for both the family and single plan health insurance provided by the Board for those full-time classified staff employees who DO NOT complete the District's HRA.

The employee's share of the annual premium for health insurance will be divided by 24 and deducted from the July 1 payroll through the June 30 payroll.

**Definition of Health Risk Assessment Completion**

Participation by the employee in the clinical screening and the online questionnaire shall constitute completion of the requirement.

The deadline for completion of all requirements will be announced when instructions and scheduling information is sent out for the annual HRA.

**Term of Health Insurance Coverage**

Insurance coverage is from July 1st through June 30th. If the employee terminates before the end of the contract period, insurance coverage ends on the last day of the month in which they ended employment.

## Dental Insurance

The Board will provide a group dental insurance plan for classified staff employees who meet the dental insurer's eligibility requirements. Those employees who work less than 30 hours per week are not eligible for dental coverage through the District. The Board reserves the right to change the dental insurance carrier, dental insurance plan, and dental insurance benefits at its discretion.

The Board will pay 100% of the premium for either family or single coverage of a dental insurance plan selected by the Board for classified staff employees.

## Long-Term Disability Insurance

The Board will make available a long-term disability plan for all employees who meet the long-term disability insurance carrier's eligibility requirements. The Board will pay 100% of the premium for participating employees. Coverage ends on the last day of the month in which the employee has ended employment. The Board reserves the right to change the long-term disability insurance carrier, long-term disability insurance plan, and long-term disability insurance benefits at its discretion.

## Group Life Insurance

The Board will make available a group life insurance plan for all employees who meet the life insurance carrier's eligibility requirements. The Board will pay 100% of the premiums for coverage equal to one time the employee's salary for all participating part and full-time employees. Coverage ends on the last day of the month in which the employee has ended employment. The Board reserves the right to change the life insurance carrier, life insurance plan, and life insurance benefits at its discretion.

## Wisconsin Retirement System (WRS)

Eligible employees will be covered under the Wisconsin Retirement System. For eligible employees, the Board will make the full employer's contribution to the WRS, as approved by the Employee Trust Fund Board.

# WORKPLACE PROCEDURES

## Work Hours, Schedules and Assignments

The District shall establish work hours, schedules, assignments, overtime assignments, and rest breaks. The District shall make such decisions at its discretion and based upon the needs of the District.

## Letter of Appointment

Upon hire, each employee will be provided a Letter of Appointment indicating date of hire, the position(s) the employee is assigned to, the starting and end times of the work day, and the pay rate for the position. A revised Letter of Employment will be issued if revisions to the assigned position or scheduled hours are necessary.

## Work Day

The Board shall establish the regular work day schedule for each employee. Temporary variations to the regular work day schedule (other than overtime) shall be determined based on District need.

***Lunch*** – A thirty (30) minute uninterrupted unpaid lunch break shall be provided to employees working more than six (6) hours per day.

***Rest Breaks*** – Regular classified staff employees shall receive one (1) uninterrupted paid rest break of fifteen (15) minutes during each four hour work period. The District Administrator will schedule breaks to ensure adequate coverage during the work day.

# PERSONNEL PROCEDURES

## Vacancies and Transfers

When a position becomes vacant (as determined by the District), the District shall post the

position both internally and externally. Employees may apply for the posted positions.

The District retains the discretion to hire an external candidate for the position (or portion thereof), and/or to transfer or assign any internal candidate to the posted position (or portion thereof).

## Reduction in Staff

If the Board, at its discretion, decides to reduce the hours of any full-time employees, it shall provide the selected employees with a minimum of thirty (30) calendar days advance notice of said reduction. This provision is inapplicable to part-time employees who are reduced in hours.

## Performance Evaluations

Employees who are new to the District may receive at least one written evaluation during their first year of employment in the District. Employees may be evaluated once every two years thereafter. Evaluations shall be conducted by the building principal and/or any other qualified administrator(s).

The administrator responsible for performing the evaluation will meet with the employee prior to the evaluation to review the evaluation instrument to be used. Employees will receive a written copy of the completed evaluation and meet with the evaluator to review the results.

New employees will receive orientation regarding evaluation procedures and instruments.

## Grievance Procedure

The District has adopted a Grievance Procedure for issues related to employee discipline, employee termination or workplace safety, and it is outlined in Board Policies 3400.00, Employee Grievances and 3400.01 Employee Grievance Procedures.

## APPENDIX A

## APPENDIX B – Technology Related Policies

## Internet Safety and Acceptable Use for Network Access

**2590.00**

The Monticello School District provides access to the Monticello computer network and the Internet for students and staff to promote educational excellence by providing resource sharing, innovation and communication.

The purpose of education is to prepare students for life and work. In the world of work, students will encounter limited purpose networks. As part of the educational process, students should learn what conduct is inappropriate on a limited purpose network versus what is appropriate on a personal account. Staff should use the school's computer network in a way that is consistent with applicable District policies. Whoever uses the Monticello School District computer network (herein referred to as "the school network") and other instructional technology is expected to behave ethically and comply with District policy and administrative guidelines.

This District sets forth provisions in this policy to comply with the Children's Internet Protection Act (CIPA) and all federal requirements. The policy also addresses general network acceptable use for staff and students accessing the World Wide Web; software, graphics and other media for school use; storage space and for school related files; informational databases; and electronic communication with individuals both inside and outside the school network.

**Responsibilities**

Access to the Internet, school network and other instructional technology is an important learning resource. The opportunity of access must be utilized responsibly to maintain a positive learning environment and instructional access for all. These technologies rely on convenient communication and shared resources; therefore, individuals must be sensitive to the impact their actions may have on the learning community.

All students and staff will be informed of their rights and responsibilities as users of the school network prior to gaining access to that network, either as an individual user or as a member of a class or group. Individuals (and parents/guardians, if applicable) must complete an Electronic Resources User Agreement prior to obtaining access.

Because the Internet is a network with global reach, individuals may encounter materials that are not considered appropriate or suitable by parents and other members of the learning community. Acceptable use behaviors and safety policies are outlined below.

District staff and parents/guardians are responsible for conveying and discussing responsible technology use with their students and children. In accordance with federal law, the staff is responsible for monitoring student use of the Internet while in their classrooms. Parents and guardians bear the responsibility for supervision of internet and technology use outside of school.

Staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to

the District curriculum. The basics of safe online behavior will be covered through District curriculum and in cooperation with law enforcement to include the appropriate interaction with other individuals on social networking websites and in chat rooms, and the dangers of cyber bullying.

As much as possible, access to District information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

**School Network, Internet and Instructional Technology**

**Terms and Conditions of Use**

**1. Acceptable Use**

1.2 The Monticello School District has established the computer network and other instructional technologies for a "limited educational purpose," which includes classroom activities, career development, research and teacher-approved self-discovery activities.

1.3 The use of these resources must be in support of education and research consistent with the education and research objectives of the Monticello School District. Downloading or using the network to access music files, games, or video is not allowed without the express permission of a teacher or administrator who has evaluated the educational purpose of such actions.

1.4 Transmission of any material in violation of national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening, discriminatory or obscene material.

1.5 Pirating, which is the illegal copying or selling of software or copyrighted material, is prohibited.

1.6 Accessing social networking sites not expressly approved by administration is prohibited.

1.7 Hacking or attempting to compromise the security of either the school network or any external network is prohibited. This includes downloading files that could subvert existing security measures.

1.8 Making repeated attempts to access blocked sites or accessing proxy sites to subvert the Internet filtering system is prohibited.

1.9 Users are prohibited from sharing passwords or trespassing in another's folders, work or files.

1.10 The intentional damage to computers and other electronic devices, computer systems or the school network is prohibited.

1.11 The District is not liable for any damage suffered by a user of the school network including, but not limited to, loss of data stored or transmitted by technology resources or through interruption of service. The District is not responsible for any mistakes, liability, copyright infringements or other costs incurred by the individual using the District technology resources, or the accuracy or quality of information received over technology resources.

1.12 Fundraising for political activities may not be conducted on the network.
1.13 The computer network is not for commercial purposes. Students may not purchase products or services via the network without permission of the principal. Staff may not use the network to offer or provide products or services of a commercial nature.
1.14 The District will comply with Wisconsin statutory requirements and administrative rules related to technology.

## 2. Technology Protection Measures

2.1 The District employs technology protection measures to protect students and other users from seeing inappropriate materials and prevent unauthorized individuals from gaining access to the school network.
2.2 The District shall filter websites that contain obscenity, pornography, other materials that may be harmful to minors and those sites that interfere with the educational objectives of the school or make excessive demands on the network.
2.3 The web filter database shall automatically download updates to keep protection as current as possible. The technical staff shall be able to open and close sites as needed for instructional purposes.
2.4 Filtering shall be effective throughout the entire network.
2.5 The District takes measures to prevent computer viruses but users must share responsibility for keeping the school network secure. Suspicious emails or attachments should be reported to the network administrator immediately. The loading or creation of computer viruses is also prohibited. Any user with knowledge of such activity should be promptly reported to administration for further action.
2.6 The District shall utilize firewall technologies to assist in preventing unauthorized access.
2.7 The District has the capability to monitor Internet access and may check on an individual's record of access.

## 3 Limitations, Privileges and Privacy

3.1 The Use of the Internet and all technology resources is a privilege, not a right, and inappropriate use may result in a cancellation of technology privileges, legal action, and discipline up to and including suspension and expulsion for students and discipline up to and including discharge for employees.
3.2 Users should have no expectation of privacy in the contents of any communications or files on District technology resources unless such expectation is granted by law. The District maintains the right to access, inspect, investigate and monitor its resources, including all files, communications and information created on, with, or transmitted using its technology resources without notice to or consent of the user.
3.3 The District provides information and training in proper use of the network. That instruction may include additional guidelines not mentioned in this policy.
3.4 The District may examine computers and other electronic devices and search their contents if there is a reason to believe school policies, rules or regulations have been violated.

3.5 Users may bring personal devices into the District to access the school network. Personal devices may include laptop computers, portable digital assistants (PDA's), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices or other electronics. The District is not liable for the loss, damage or misuse of any personal device including while on District property or while attending school-sponsored activities. The District is also not responsible for any mobile charges incurred as a result of using mobile access on devices similar to cell phones. Individuals who make use of any personal technology must follow all rules and guidelines of this policy and related policies, guidelines and rules.

3.6 Files in individual, unshared student folders should not be viewed by other students. Files in individual, unshared staff folders should not be viewed by other staff, with the exception of the system administrator, technical personnel and supervisors.

3.7 The District prohibits the unauthorized disclosure, use and dissemination of personal identification information regarding minors.

3.8 The District retains control of all data stored on all District-owned servers and devices and may exercise this control to monitor compliance with this policy.

## 4. Consequences for Violations of the Acceptable Use Policy

4.1 Violation of any provision of the Acceptable Use Policy may lead to termination of access at the discretion of administration. The length of time access will be denied will be based on the frequency of the violation, severity of the infraction.

4.2 Individuals may be subject to action under existing Board of Education Policies, school rules, handbooks and contractual agreements.

4.3 Student violations will be reported to parents/guardians.

4.4 Termination of access does not prohibit the District from pursuing or implementing other disciplinary measures.

A. Acceptable Use Violations that are severe or repeated may result in additional sanctions beyond termination up to, and including, expulsion (students) and dismissal (staff).

B. The District will contact local, state or federal authorities if there is any suspicion of illegal activity. The District will lawfully cooperate with local, state or federal officials in any investigation concerning illegal activities conducted through the school network.

## 5. The Monticello School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

5.1 The District will not be liable for any damages you suffer. This includes loss of data from delays, non-deliveries, mis-deliveries or service interruptions caused by District actions or your own errors or omissions.

5.2 The District is not responsible for any costs, liabilities or damages caused by the way you use the computer network.

5.3 The use of any information obtained via the Internet is at your own risk.

5.4 The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

| | |
|---|---|
| Legal References: | Children's Internet Protection Act, Broadband Data Improvement Act of 2008,-Section 947.0125 Wisconsin State Statutes – Unlawful Use of Computerized Communication Systems |
| Cross References: | 2593.00, Locker Room Privacy; 2590.01, Student Acceptable Use Agreement; 2590.02, Employee Acceptable Use Agreement; 3211.00, Employee Use of Technology; 5795.00, Cyber Bullying |
| Approved: | May 13, 1997 Revised: June 11, 2014 |

## Employee Use of Technology

**3211.00**

The School District of Monticello provides employees with access to and use of a variety of information technology resources in an effort to allow them to be more efficient, creative, productive, and have information that is necessary for them to carry out their responsibilities as District employees. Employees are expected and required to use these information technology resources in a manner consistent with their positions and work responsibilities with the District.

For purposes of board policy, information technology resources include, but are not limited to: computers, printers, software applications, Internet access, voice mail, electronic mail (e-mail), scanners, multi-media equipment, cameras, video recorders, terminals, telephones, copy machines, fax machines, digital devices and data networks.

Board Policy 2590.00 specifically addresses Internet safety and acceptable use for network access to the District's limited purpose computer network.

This policy provides additional guidance specific to individuals who are employed by the Monticello School District:

**Use of District Owned Computers** – The District may supply an employee with computers or other electronic devices to assist the employee in performing his/her job duties. Administrative directives regarding proper use and security of electronic devices must be observed. District-issued laptop computers are intended for the sole use of the employee to whom the equipment has been issued. Laptop computers may be used by the employee at home, at conferences or to participate in professional meetings. All employees are expected to show reasonable care for any equipment issued and to take precautions against damage or theft of the device in their care.

**Software Use/Duplication** – Only work-related software is to be used on District computers or other devices. Individuals may not install or operate software without the express approval of the network administrator. This applies to, but is not limited to, games, screen savers, utilities and communication software and any other electronic communication applications so determined by the District. District employees are expected to comply with all copyright and plagiarism laws that protect commercially purchased software. The copying and duplication of software for any reason is expressly prohibited. Any software in use on any District computer must be a legally licensed copy installed by the network administrator or his/her designee. This policy also pertains to demonstration software, samples, shareware or freeware.

**E-Mail** – The e-mail system is the property of the District and is provided to employees to assist them in conducting District business. E-mail of a personal nature should not be used during the student contact time (if a teacher) or work-related times (if a support staff employee).

All messages composed, sent or received on the e-mail system are and remain the property of the District. The District reserves the right to monitor the e-mail system in order to ensure that it is being used for approved purposes only and to ensure that District policies are being followed. Employees do not have a personal privacy right to any material created, stored or sent from the District e-mail system. E-mail is not secure.

Specific provisions pertaining e-mail and acceptable use of the school computer network can be referenced in Board Policy 2590.00.

**Removal of Technology Assets from District Premises** - Computers and other technology assets may not be removed from District premises without the express written approval of an administrator.

Inappropriate use of the District's technology resources may result in disciplinary action as outlined in Board Policy and/or applicable Employee Handbook.

Suspected violations of state or federal laws will be reported to the appropriate authorities for investigation and prosecution.

| | |
|---|---|
| Legal References: | Technology, Education and Copyright Harmonization Act (TEACH Act) of 1998; Children's Internet Protection Act (CIPA); Digital Millennium Copyright Act |
| Cross References: | 2530.00, Use of Copyrighted Materials |
| Approved: | August 15, 2001 |
| Revised: | June 11, 2014 |

**Employee Acceptable Use Agreement**

**2590.02**

**EMPLOYEE NAME** _____

I, the undersigned employee of the Monticello School District

*(Print complete name)* _____,

have reviewed Board Policy 2590.00, Internet Safety and Acceptable Use for Network Access and Board Policy 3211.00, Employee Use of Technology, and agree to the terms and conditions set forth.

Signed: _____ Date: _____

*This agreement shall be valid from the date of signature to the first day of the following school year.*

## APPENDIX C

## Employee Discrimination and Harassment Complaint Form

**3200.02**

Name _____ Date _____

Address _____
(Street Address)

_____
(City) (State) (Zip)

_____
(Complete mailing address if different from your street address)

Telephone _____
(Home) (Cell Phone)

Position of person filing complaint: _____ Student _____ Employee
_____ Parent _____ Other *(Specify)* _____

Name and position of person allegedly discriminated against (if other than the person filing this complaint):

_____

Statement of Complaint:

1) Specify the *type* of discrimination/harassment you are alleging *(e.g., discrimination based on age, ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces, or any other protected characteristic. In addition, harassment, retaliation, and unfair honesty testing are illegal under the law.)* and/or the policy or action that you believe may be in violation of the law;
2) Describe the specific incident(s) of discrimination/harassment, including the date(s) of each incident(s); and
3) Identify any person(s) involved in, or which you believe may be responsible for the incident(s), along with any witnesses to the incident(s):

_____
_____
_____
_____
_____
_____
_____
_____

_____

_____

_____

_____

_____

_____

If you believe others may be affected by the alleged discrimination/harassment, please provide their names and positions:

_____

_____

If you wish, please describe any corrective action you would like to be taken in response to this complaint:

_____

_____

_____

_____

_____

_____

Signature of complainant_ _____

Date complaint filed _____

Signature of person receiving complaint _____

Date received _____

If you need any assistance completing this form or filing this complaint, please request assistance from:

***[Insert Name]* Equity Coordinator/Pupil Services Director**
***938-2797***

Submit a copy of this complaint to your principal, immediate supervisor or the Equity Coordinator/ Director of Pupil Services. The person receiving the complaint will sign and date the complaint. One copy of the signed form will be returned to the complainant; one copy will be sent to the school, department or individual named as the responsible party; and one copy will be retained by the individual investigating the complaint.

## APPENDIX D

## Student Discrimination and Harassment Complaint Form

Name_____Date

_____

Address _____

(Street Address)

_____

(City) (State) (Zip)

_____

(Complete mailing address if different from your street address)

Telephone_____

(Home) (Cell Phone)

Position of person filing complaint: _____ Student _____ Employee

_____ Parent _____ Other *(Specify)* _____

Name and position of person allegedly discriminated against (if other than the person filing this complaint):

_____

Statement of Complaint:

1. Specify the type of discrimination or harassment you are alleging *(For example, discrimination based on age, sex, race, religion, color, disability, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or any other legally protected classification)* and/or the policy or action that you believe may be in violation of the law;
2. Describe the specific incident(s) of discrimination/harassment, including the date(s) of each incident(s); and
3. Identify any person(s) involved in, or which you believe may be responsible for the incident(s), along with any witnesses to the incident(s):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

If you believe others may be affected by the alleged discrimination/harassment, please provide their names and positions:

_____

_____

_____

_____

If you wish, please describe any corrective action you would like to be taken in response to this complaint:

_____

_____

_____

_____

Signature of complainant: _____

Date complaint filed: _____

Signature of person receiving complaint: _____

Date received: _____

If you need any assistance completing this form or filing this complaint, please request assistance from:

***[Insert Name]* Equity Coordinator/Pupil Services Director**
***938-2797***

Submit a copy of this complaint to your principal, immediate supervisor or the Equity Coordinator/ Director of Pupil Services. The person receiving the complaint will sign and date the complaint. One copy of the signed form will be returned to the complainant; one copy will be sent to the school, department or individual named as the responsible party; and one copy will be retained by the individual investigating the complaint.

## SCHOOL DISTRICT OF MONTICELLO

## ACKNOWLEDGMENT OF RECEIPT OF

## CLASSIFIED STAFF POLICIES AND HANDBOOK

I acknowledge that I have reviewed a copy of the School District of Monticello Classified Staff Policies and Handbook (Handbook). This handbook is available to me on Google Docs, posted on the district website under "Staff" and stored in the Staff folder on the shared drive. 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 Monticello's policies and procedures 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 Monticello 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 a contrary provision in an applicable collective bargaining agreement, an individual written employment agreement approved by the School Board, or a Board Policy, 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 that failure to do so may result in my immediate termination.

Employee Signature: _____

Print Employee Name: _____

Date: _____

**SCHOOL DISTRICT OF MONTICELLO**

**ACKNOWLEDGEMENT OF RECEIPT OF**

**CLASSIFIED STAFF POLICIES AND HANDBOOK**

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

Employee Signature: _____

Print Employee Name: _____

Date: _____