

MONTICELLO CLASSIFIED STAFF POLICIES AND HANDBOOK 2023-2024



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, School Nurse, 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 3122)

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 2796.

Employee Discrimination and Harassment Complaint Procedure

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Mark Gustafson

PK-12 Principal

608.938.4194

334 South Main Street

Monticello, WI 53570

mgustafson@monticello.k12.wi.us

Traci Davis

Juda School District

608.934.5251

N2385 Spring Street

Juda, Wi 53550

davis@judaschool.com

The names, titles, and contact information of these individuals will be published annually:

- A. in the staff handbooks.

B. on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employees who receive such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and members of the Board), a resident of the District, or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

Complaint Procedure

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, District Administrator, or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the District Administrator.

Within two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's legal counsel before finalizing the report to the District Administrator.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

If the District Administrator determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the District Administrator's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;

- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to complainants, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Drug, Alcohol and Tobacco Free Workplace

Employees have the right to work in a safe drug, alcohol and tobacco free workplace. *(See Board Policy 3122.01.)*

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 three (3) 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 1421.00)*

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 7540.04 (Internet Safety and Acceptable Use for Network Access) and 7540.05 (Employee Acceptable Use Agreement) 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

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 3430.01 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 AND HOLIDAYS

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. Requests 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 non-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 HMO rate for either the family or single plan health insurance provided by the Board for full-time classified staff employees.

The employee's share of the annual premium for health insurance will be divided by 18 and deducted from the September 30 payroll through the June 15 payroll.

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. If an employee terminates coverage in July or August, the employee will need to pay the employee's cost of the insurance for those months.

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 which is subject to reduction due to age. 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 – Each employee scheduled to work more than six (6) hours per day shall receive one (1) uninterrupted paid rest break of fifteen (15) minutes scheduled by the supervisor. The rest break cannot be declined in order to reduce hours of work.

Overtime

Time and one-half (1-1/2) will be paid for all hours worked in excess of forty (40) hours per week.

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
Student Privacy and Parental Access to Information

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The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;

- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

The notice shall provide the following:

- A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
 - 1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose)
 - 2. the administration of any survey by a third party that contains one or more of the items described in A through H above
- B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

Parent Rights - Inspection of Materials

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials

in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

8330.01 - UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION

The Board of Education is responsible for maintaining records of all students attending schools in this District.

If the District becomes aware of the unauthorized acquisition of "Personal Information", the District shall make reasonable efforts to notify each affected student, and if a minor, the parents, that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the student. The notice shall be by mail or by a method the District has previously employed to communicate with the students.

If, as the result of a single incident, the District is required to notify 1,000 or more students, the District shall without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the students.

Upon written request from the student who has received a notice, the District shall identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that his/her parents not be permitted access to personally identifiable information from his/her records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receive a copy of the record;
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
 4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either

release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. photograph;
- C. participation in officially recognized activities and sports;
- D. date of graduation;
- E. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete a Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed

Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazine, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and

assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- E. the sale by students of products or services to raise funds for school-related or education-related activities;
- F. student recognition programs.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

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: _____