

Substitute Teacher and Para-professional Handbook

Monticello School District

2016-17



Monticello School District

334 South Main Street
Monticello, Wisconsin 53570
Phone: (608) 938-4194
FAX: (608) 938-1062
www.monticello.k12.wi.us

Welcome to Monticello Schools!

Substitute teachers and para-professionals are a vital component of any school district and we are very glad that you are subbing in our district. Since every school district operates a little differently, the following information will help you learn about Monticello.

This handbook is provided for your convenience and information. It includes important information about our school district, our educational environment, schedules, substitute responsibilities and related policies/procedures.

We ask that you take time to review this handbook and use it as a resource when you are working as a substitute. In addition to this handbook, we provide a substitute orientation meeting prior to the beginning of the school year, and we are always ready to answer any questions that may arise.

We hope you find your time in our district to be rewarding and fulfilling. Thank you for providing this important instructional service to our district, staff and students.

Contact Information

(Please note that every staff member has a unique phone number. If calling within the building, use the four digit extension indicated. If calling from outside the building, add the prefix “938”.)

Address questions about your assignment and general procedures to:

Kriss Ace, Substitute and Transportation Coordinator/ H.S. and M.S. Secretary

AceKr@monticello.k12.wi.us

Extension 2701 After Hours Contact Number: 608-575-3355

If you have questions about your assignment or general procedures and Kriss Ace is not available, contact:

Jean McMannes, District Administrative Assistant and Elementary Secretary

McManJe@monticello.k12.wi.us

Extension 2700

Address questions about Human Resource issues to:

Laura Curry, District Bookkeeper

CurryLa@monticello.k12.wi.us

Extension 2702

Address questions about student issues to:

Mark Gustafson, PreK-12 Principal

GustafMa@monticello.k12.wi.us

Extension 2796

Address questions about District operations to:

Allen Brokopp, District Administrator

abrokopp@monticello.k12.wi.us

Extension 2798

A complete staff directory is included in your reference folder.

Substitute On-Call Schedule

Substitute Coordinator Kriss Ace calls subs from 4:00 p.m. to 9:00 p.m. and again beginning at 5:30 a.m. until 6:15 a.m. Please make sure that Substitute Coordinator has the proper phone number to reach you during evening and morning subbing inquiries.

Substituting at Our School

Teacher Requirements

- Current and valid Wisconsin teacher certification.

References are required as evidence of professionalism and ability to do satisfactory work. The Monticello School District's Administration approves or rejects applications on the basis of professional training, experience, certification, accomplishments, and previous performance.

Employment Items to Be on File

- Employment Application
- Teaching License (Para-professionals are not required to provide licenses)
- Resume
- Health Form – Physical within 90 days, including TB test
- Criminal History Check
- Completion certificate from WI DPI “Mandatory Reporting of Child Maltreatment” (online training available on DPI website)

Required Payroll Forms

- I-9 - Employment eligibility verification plus identification (Examples of verification documents include: U.S. passport or a valid driver's license and Social Security card or certified birth certificate)W-4 - Federal tax withholding (Bring Social Security card)
- WT-4 - State tax withholding/new hire reporting
- Direct Deposit Form

All payroll forms and web links are available online at www.monticello.k12.wi.us

Required Form for Access to District Computer Network

- Employee Electronic Information Resources User Agreement

All forms must be completed and submitted in advance of your first assignment. Contact Laura Curry at 938-2702 for payroll and personnel questions.

Substitutes as Casual Employees

Substitutes are considered casual employees and therefore have no expectation of continued employment. As such, substitutes may be discharged or disciplined for any reason without recourse to the grievance procedure. Substitutes may be removed from the substitute list at the discretion of the District.

Reporting for Assignment

Report to the District/High School Office on South Main Street, which is the main entrance to the building. Once the school day has begun, this is the only door that is left unlocked due to security procedures.

Upon arriving at Monticello, substitutes must check in at the high school office. This is done to verify that all the scheduled subs have arrived and the appropriate classes are covered. In addition, at this check-in, your daily schedule will be confirmed or changed as needed.

Substitutes who are scheduled for the entire day must be in their classroom or duty area by 7:50 a.m. and their duties will be considered completed 10 minutes after the end of the student day. Substitutes scheduled for less than a full day will be told what time they will need to check in at the office and what time they will be done. *Punctuality is very important and will be considered when scheduling substitutes for future assignments.*

When you are scheduled to substitute, you will be told what grade level, subject or support role you will be covering. While every effort is made to keep you in that position, it is possible that last minute changes will occur. If additional employees have called in for the day, you may be moved so that the district has optimal coverage. You may also cover several different areas in any given day.

Bell schedules are included in the resource folder provided with this handbook. More detailed information about specific schedules will be available in the substitute folder available in the classroom or duty area you are covering.

Once you have checked in at the office, substitutes are required to go to the MS faculty lounge and punch in at the time clock. Time cards are available next to the time clock. Write your name at the top of the time card. Once you have punched in, make sure to write the name of the employee you are replacing that day next to the time entry punched on the card. Don't forget to punch out at the end of the day. A new time card should be started the 1st and 16th of every month.

Classroom Responsibilities

DUTIES FOR TEACHER SUBSTITUTES

Substitute Folder

Each classroom teacher is required to develop a special folder for substitute teachers, which is kept with the lesson plan(s) in a place easily accessible to a substitute. The folder should contain special activities and exercises that could be used by the substitute teacher to extend, supplement, or substitute in the daily lesson plan. Through their preparation of lessons and activities, classroom teachers determine, in large measure, the success or failure of substitute teachers. It is the responsibility of each classroom teacher to have available current lesson plans which include a clear statement of the daily objectives and procedures, the text and page numbers of the subject matter under consideration, and the assignments to be corrected and/or made.

The substitute teacher folder should also include:

1. Daily schedule and procedures.
2. Lesson plans.
3. A current seating chart if students are assigned to specific seats.
4. The procedure for the checking in and out of necessary supplies and books, and the location of these materials.
5. A schedule of special activities or services and students involved. (These activities include Special Education classes, Response to Intervention (RtI) sessions, physical education, art, band, music, and orchestra lessons, etc.)
6. Notes on special student needs.
7. A list of detailed classroom procedures and rules or policies that the teacher expects students to follow.
8. Notes on the availability of the school nurse. A list of students with health problems. An updated list of any students who will need to report to the office for medication including:
 - a. Location of medication.
 - b. Names of students and times to be administered.
 - c. Person to contact for administering the medication.
 - d. Location and telephone number of school nurse.
9. The teachers' duty schedule such as corridor, study hall, playground and other assigned supervision, and fire/tornado drill responsibilities.
10. A building staff handbook available on: general school procedures, schedules, rules, and use of materials and equipment.
11. A list of critical material and its location. If appropriate, a list of supplies and materials the students should not handle while under the supervision of a substitute.
12. An explanation of emergency procedures: tornado, fire, bomb threat, etc.

Lesson Plans

Follow the objectives and lesson plans as closely as possible. If lesson plans are not available, make this known to the building principal. Make sure to write notes for the teacher on each class/subject. Notes should include the material covered or missed, student behavior, classroom issues, and anything else you feel the teacher should know.

Classroom Routines

Introduce yourself to the class and write your name on the board.

Substitutes are expected to remain with assigned classes at all times. Classes should never be left unattended. The substitute should supervise the pupils in the hallways. Any information that may necessitate a search of lockers or pupils and/or seizure of personal property should be referred to the principal.

Substitutes will find that staff members will provide cooperation and assistance if asked.

Collect any homework and clip it together with notes on the classes. Correct and grade assignments as per the directions of the classroom teacher. If you collect money, place the collected money in an envelope and turn in at the office when you check out at the end of your day. Be sure to note the name of the student/s handing in money. Do not leave purses, room keys, or other valuables unattended.

Elementary Recess Duty

Please remember that elementary classroom teachers often have outside supervision or recess duties. Please be prepared with suitable clothing and footwear.

Attendance

Substitutes should call the office to report absences to the office every period for MS/HS classes. At the elementary level, attendance is taken first thing in the morning and first thing after lunch.

Maintaining a Positive Learning Environment

The substitute teacher is expected and required to maintain control in the classroom, homeroom, building corridors and other areas as assigned. Pupils will often test a new teacher, so immediate control is necessary. No students should be allowed to disturb the order of the classroom. The names of disruptive students should be noted and provided to the classroom teacher.

If you have a student who continues to be disruptive after you have tried appropriate interventions, please send the student to the office after calling ahead to let ALERT office personnel that the student is on the way.

Under no circumstances is it permissible for the substitute teacher to use corporal punishment or foul language.

Monticello student handbooks are included in your resource folder. Please review these handbooks to be aware of rules and behavioral expectations for students. All employees are expected to follow school rules and provide a positive example for students.

DUTIES FOR SUBSTITUTE PARA-PROFESSIONALS

Para-professional substitutes will perform the duties of the staff member for whom they are substituting. These duties and the daily schedule will either be given to you upon arrival or available in a substitute folder available at the employee's primary duty area.

Para-professionals, as a part of their substitute assignment, should be prepared to assume recess/playground duties if required. Please be prepared with appropriate clothing and footwear.

Additional Information and Procedures

Cell Phones

Middle School and High School students are not allowed to use cell phones at any time other than before or after school and during the lunch hour. Elementary students are not to use cell phones other than before or after school hours. Please review the complete cell phone policy provided in your resource folder.

Substitutes, along with other staff members, are expected to set an example for students and not talk or text on cell phones during the school day except at those times when the employee is off duty.

Computer Lab/Library Media Centers

Students are not allowed to go to the computer lab unless they are accompanied by a teacher. There is no regular supervision in the lab.

Students can only go the LMC if it is supervised. Please call the LMC to see if it is available before sending a student.

Emergencies and Health Procedures

In case of an accident or illness, notify the office immediately. Administer first aid as necessary. Further instructions will be provided depending upon the circumstances. A written accident report may be required if you or a student is injured.

Familiarize yourself with the Emergency Response Plan available in each building office or in each classroom. Be familiar with instructions for fire/tornado drills for each building as noted in the substitute teacher's folder posted in the rooms. Everyone in the building is to take part in fire drills including visitors, custodians, administrative assistants, substitutes, etc.

Lunch and Breaks

A 30-minute, duty-free lunch period is available in each teacher's and para-professional's schedule. Hot lunch is available at faculty rates. You may pre-pay your lunch when you check in for the day. Please note that cash is not accepted in the cafeteria.

Coffee is available free of charge until 10:00 a.m. in the cafeteria.

Feel free to use the faculty lounge or workroom during your preparation period.

Check Out Routine

At the end of the school day, substitutes should punch out on the time clock located in the MS faculty lounge and then check out in the District Office. This will give you a chance to report any concerns, ask questions and learn of possible future assignments. We hope this marks the close of a successful day!

Compensation and Benefits

Rate of Pay

Substitute teachers are paid \$100 per full day. This will be pro-rated by $\frac{1}{4}$ days, depending upon the assignment.

After 10 consecutive days in the same position, a substitute teacher will be considered a long-term substitute and will receive pay computed at the base salary scale. Part-time long-term substitute assignments will be pro-rated.

Substitute para-professionals who are certified teachers holding a valid Wisconsin teaching license are paid \$100.00 per full day. This will be pro-rated by ¼ days, depending upon the assignment.

Substitute para-professionals not holding a valid Wisconsin teaching license are paid \$11.89 per hour.

Pay Schedule

The District pays on the 15th and 30th of each month. The pay period of the 15th covers the 16th to the end of the previous month. The pay period of the 30th covers the 1st through the 15th of the current month.

Wisconsin Retirement System

Some substitute staff are eligible or may become eligible in the future for enrollment in the Wisconsin Retirement System/Employee Trust Fund (WRS/ETF). Your eligibility is based on hours worked. If the Monticello School District previously notified you of eligibility for WRS/ETF, or, if in the future we contact you regarding your eligibility for enrollment, please note the following:

All enrollees will be required to pay the employee's share contribution via payroll deduction. This deduction will be a "pre-tax" option only which means you will not pay taxes now on this employee paid contribution, but you will pay taxes on the contributions when you later request to retire or obtain a separation benefit from WRS/ETF.

Contributions (both employee-paid and employer paid) are sent directly to ETF/WRS through payroll.

Please note that current law prohibits participants from opting out of WRS/ETF participation when eligible unless you are currently receiving an annuity from WRS/ETF. If you believe this applies to you, or if you recently processed a separation benefit from WRS/ETF, please contact Laura Curry at 938-2702.

403 (b) Tax-deferred Retirement Savings Plan

All employees are eligible to participate in a District 403(b) Plan and may elect to have elective deferrals made on his or her behalf. Each employee shall be eligible for employer contributions to the plan, which shall be made to the plan in the sole discretion of the employer and in any given year may result in no contribution to any or all employees. However, an employee who is a student-teacher (i.e., a person providing service as a teacher's aide on a temporary basis while attending a school, college or university) or a student worker is not eligible to participate in the plan.

Contact Laura Curry at 938-2702 for more information or to request the required salary reduction forms.

Important Policies

Employee Use of Technology Board Policy 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.

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.

**Employee Discrimination and Harassment Complaint Procedure
Board Policy 3200.01**

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 alternate 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.

Employee Discrimination and Harassment Complaint Form
Board Policy 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):

Employee Discrimination/Harassment Complaint Form Continued

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:

***Errike Nystrom-Grothaus, Equity Coordinator/Pupil Services Director
608-938-2797***

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.

**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

5102.01

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 alternate 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:

The records 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.

A copy of Board Policy 5102.02, Student Discrimination and Harassment Complaint Form is available at www.monticello.k12.wi.us

