



Book	Policy Manual
Section	4000 Support Staff
Title	Copy of EMPLOYMENT OF SUPPORT STAFF
Code	po4120 TC KMK 12-29-25
Status	First Reading
Adopted	July 9, 2018
Last Revised	October 23, 2023

4120 - EMPLOYMENT OF SUPPORT STAFF

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

All employees other than the District Administrator or professional staff members (Policy 0100 – Definitions) are considered support staff members.

The Board shall approve the employment, fix the compensation, and establish the term of employment for each support staff member employed by this District.

~~The Board shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700 – Fair Labor Standards Act). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: 'No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment,' and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: 'No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment.'~~

The District Administrator shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700 - Fair Labor Standards Ace). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: 'No non-exempt employee may perform work for the District outside of employee's his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment,' and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: 'No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment.'

Such approval shall be given only to those candidates for employment recommended by the District Administrator.

~~Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the District Administrator.~~

~~When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.~~

All applications for employment shall be referred to the District Office.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter related to said employment.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which the support staff member ~~s/he~~ they would be supervised directly by the relative staff member.

Any support staff member's intentional misstatement of fact material relative to ~~their~~ qualifications for employment or to the determination of salary shall constitute grounds for dismissal.

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures.

The District Administrator shall prepare procedures for the recruitment and selection of all support staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one (1) of the following:

- A. completed two (2) years study at an institution of higher education; or
- B. obtained at least an associates degree; or
- C. met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
 - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
 - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

- A. have a secondary school diploma or its recognized equivalent;
- B. meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;

- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

T.C. 3/10/21

Revised 11/10/21

Revised 6/14/23

T.C. 10/23/23

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Book	Policy Manual
Section	4000 Support Staff
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po4213 TC KMK 12-29-25
Status	First Reading
Adopted	July 9, 2018
Last Revised	August 14, 2024

4213 - STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations that, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline, up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with the support staff member's assigned duties and responsibilities which include, but are not limited to, the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor, as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. A support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- E. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

- F. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is the support staff member's family member.
- G. A student shall not be required to perform work or services that may be detrimental to their health.
- H. Staff members shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- I. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of a public event that may involve, or incidentally include, depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462 - Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect.

Revised 8/12/19
Revised 4/8/20
Revised 3/10/21
Revised 10/26/22
T.C. 8/14/24

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Legal 48.981, 948, 948.095, Wis. Stats.