

## **COVER LETTER FOR 500s POLICY REVIEW**

**To get through these I recommend reviewing these closely.**

**Items with no highlights are past policies that are ok as is after review by Michelle, Linda, and myself.**

**Items with **Yellow** highlights are changes or additions.**

**Items with **Red** highlights are deletions as the district no longer follows the policy.**

## **SERIES 500: PERSONNEL**

- \*510 Personnel Policies Goals
    - 511 Equal Opportunity Employment
    - 512 Sexual Harassment and Complaint Procedure
  - \*520 General Personnel policies
    - 521 Staff Involvement in Decision-Making
      - 521.1 Board-Staff Communications
    - \*522 Staff Conduct
      - 522.1 Drug-Free Workplace/Staff Under the Influence of Illicit Drugs or Alcohol in the Performance of a Federal Grant
      - 522.2 Tobacco and e-cigarette use on school premises by staff members
      - 522.3 Staff Misconduct Reporting
    - \*523 Staff Health & Safety
      - 523.1 Employee Physical Examinations
        - 523.11 Employee Alcohol & Drug Testing
        - 523.12 Return to work following Injury on the Job
        - 523.13 Return to work following personal health condition/FMLA
      - 523.2 Communicable Disease in the School Setting
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    - 531 Professional Staff Positions
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    - 533 Professional Staff Recruiting/Hiring
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    - 534 Substitute Teachers
    - 535 Resignation of Professional Staff Members
    - 536 Non-Renewal of Professional Staff Members
    - 537 Professional Staff Development Opportunities
      - 537.1 Professional Staff Meetings
      - 537.2 New Educator Mentoring Program
    - 538 Professional Staff Evaluation
  - \*539 Miscellaneous Professional Staff Policies
- \*540 Support Staff Policies
    - 541 Support Staff Positions
    - 542 Support Staff Recruiting/Hiring
    - 543 Support Staff Evaluation

\*Identifies general policy category; is not currently represented by a policy statement

## **EQUAL OPPORTUNITY EMPLOYMENT**

The Wonewoc-Center School District is an equal opportunity employer. Personnel hiring and administration in the district shall be conducted so as not to discriminate against applicant or employee on the basis of age, race, sex or sexual orientation, marital status, national origin, citizenship, disability, religious affiliation, color, political affiliation, ancestry arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or non-use of lawful products off the employer's premises during non-working hours, or any other reason prohibited by state or federal law. The district will carefully and systematically examine all of its employment policies and practices to be sure they do not either purposely or inadvertently operate to the detriment of any persons.

Application forms, hiring practices and personnel administration shall be periodically evaluated relative to equal opportunity employment.

Discrimination complaints shall be processed in accordance with established procedures.

The administrative staff shall be responsible for effectively implementing all nondiscrimination policies.

LEGAL REF.: Americans with Disabilities Act of 1990 Civil  
Rights Act of 1991  
Title IX, Education Amendments of 1972  
Title VI & VII, Civil Rights Act of 1964  
Section 504, Rehabilitation Act of 1973 Age  
discrimination Act of 1967  
Sections 111.31 - 111.395 Wisconsin Statutes  
118.195  
118.20  
Immigration Reform & Control Act

CROSS REF.: General Discrimination Complaint Procedures WCEA  
Contract

APPROVED:

## **SEXUAL HARASSMENT**

In order to maintain a school environment that encourages optimum human growth and development, it is policy of the district to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors and other verbal, written, or physical conduct of a sexual nature. Prohibited conduct may include:

- \* Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressures for dates;
- \* Verbal abuse or unwelcome kidding of a sexual nature, such as telling "dirty jokes" and comments about body parts, appearance, or clothing, where such comments go beyond mere courtesy.
- \* Unwelcome or unwanted sexual advances, such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar contact.
- \* Creating a work environment that is intimidating, hostile, abusive, or offensive because of the display or circulation of offensive written materials, unwelcome conversations, suggestions, requests, demands, or physical contacts which are sexually oriented.

These constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment.
- b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any person who believes he/she has been sexually harassed may file a complaint in accordance with procedures established for dealing with discrimination. Employees who report harassment will not be subject to retaliation or reprisals of any kind.

All administrators are responsible for the implementation of this policy and for ensuring that employees know and understand this policy. All employees will be held responsible and accountable for avoiding or eliminating prohibited conduct.

## **PROCEDURE FOR HANDLING SEXUAL HARASSMENT COMPLAINTS**

1. Immediately following, or within a reasonable period of time, the complainant will file a written complaint to suspected sexual harassment, with the building principal for the Wonewoc-Center School District. If you feel this individual will not be fair, impartial and objective, please contact the School Psychologist as an alternative.
2. The coordinator/alternate will acknowledge in written form the receipt of the complaint within 48 hours. A complaint file will be established to contain all documents pertinent to the complaint. The coordinator/alternate will informally offer an opportunity for the individuals to discuss and possibly resolve the situation. Guidance in handling the situation and/or conflict resolution will be given to both parties.
3. The district intends to keep the identity of the complainant confidential unless there are compelling reasons to disclose such identity. Should the district deem disclosure important, the complainant shall be asked if he/she wants his/her identity disclosed. If the complainant denies this request, the identity will be kept confidential by the district. It may become impossible to process or investigate the complaint as a result of this decision on the part of the complainant and the complaint may be dismissed.
4. Informal resolution, where appropriate, is desired. However, if after a reasonable period of time, no resolution has been reached, the following formal procedure will be followed:
  - a) The complaint file will be given to the District Superintendent.
  - b) Within seven (7) days the Superintendent will review all pertinent facts and will direct the investigation process conducting interviews with appropriate individuals.
  - c) The Superintendent will maintain regular communications with both the complainant and the alleged harasser regarding the status of the complaint.
  - d) After a thorough review of all information collected, the Superintendent will conduct a meeting with all parties involved. He/she will direct a solution to the problem. All parties are expected to comply with the decision. If harassment is found, action may be taken up to and including discharge.
  - e) Interim measures may be taken if appropriate, i.e., suspension with pay, pending outcome.

The Superintendent will communicate this decision in writing within ninety (90) days unless an extension has been agreed upon by all parties.

5. After written determination has been received, should the complainant be unsatisfied, he/she may appeal for reconsideration to the Board of Education. This appeal must be filed within twenty (20) working days after receipt of the Superintendent's determination. All information collected by the Superintendent and the complaint file will be shared with Board of Education members. The Board of Education will hear the appeal within 30 days after receipt of the appeal.
6. After the ruling of the Board of Education, should the complainant still remain unsatisfied, he/she may wish to exercise his/her additional rights and options available under local, state and federal anti-discrimination laws, including, but not limited to: Equal Opportunity Commission, 342 N. Water St., Milwaukee, WI 53202 - Telephone (414) 291-1111; Department of Industry, Labor and Human Relations equal Rights Division, 819 N. 6th St., Milwaukee, WI 53203, Telephone (414) 244-4384.
7. Sexual Harassment can, under some circumstances, constitute Sexual Assault. Nothing in this policy is intended to prohibit a complainant to report criminal activity to the appropriate authorities.

REF.: EEOC 29 C.F.R. - Part 1604.J I  
Section 703 of Title VII of the Civil Rights Act of 1964

APPROVED:

**STAFF INVOLVEMENT IN DECISION-MAKING**

It shall be the policy of the Board to encourage employee participation in decision-making in the school district.

The district administrator shall develop channels for the communication of ideas and feelings by employees regarding the operation of the schools. He/she shall weigh with care the counsel given by employees (professional and support staff), and shall inform the Board of such counsel in presenting reports of administrative action and in making recommendations for Board action.

In the development of rules and regulations for the operation of the school system, the district administrator shall include in the planning stages, whenever feasible, those employees who will be affected by such provisions.

APPROVED:

## **BOARD-STAFF COMMUNICATIONS**

The Board desires to maintain open channels of communications between itself and the staff. The basic line of communication will, however, be through the district administrator.

All communications or reports to the Board or any Board committee from school staff shall be submitted through the district administrator, except as otherwise provided.

The district administrator shall keep staff members fully informed of all-official communications, policies and directives of the Board.

**APPROVED:**



## **DRUG USE BY EMPLOYEES ENGAGED IN THE PERFORMANCE OF A FEDERAL GRANT**

No employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, dispense, or use a controlled substance in any school building or on any school premises; in any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; or off school property during any school-sponsored or school-approved activity, event or function where students are under the jurisdiction of the school district.

Employees are expected to abide by the provision of this policy. In addition, any employee convicted of a criminal drug statute violation occurring in the workplace shall report such conviction to the district administrator no later than five days after such conviction. Upon receiving this report, the district administrator shall notify the appropriate federal agency. The notification shall be made within ten days.

An employee who has been convicted of a criminal drug statute violation occurring in the workplace shall be disciplined in accordance with provisions of the current employee agreement or required to satisfactorily participate in the district's chemical dependency program for employees.

Any staff member suspected of being under the influence of any illicit chemical or alcohol, while on duty, should be immediately referred to the Employee Assistance Program.

A staff member alleged to be under the influence of any illicit chemical or alcohol will be asked to leave the job site and may submit to a urine drug test or a breathalyzer test to prove their immediate non-impairment. Cost of the testing will be borne by the school district. Should the employee request a retesting of the original sample, the cost of the retest will be borne by the employee.

Suspicion of "under the influence" will be in accordance with standard fitness for duty criteria\* and may not be used by administration for purposes of harassment and may not be used against administration by staff as proof of harassment if documentation of lack of fitness for duty exists.

This policy shall be published annually and distributed to all employees engaged in work in connection with a federal grant. In addition, an inservice session shall be provided to these employees which informs them about the dangers of drug abuse in the workplace, the district's chemical dependency program for employees; and the penalties that may be imposed upon the employee for drug abuse violations occurring in the workplace.

LEGAL REF.: Drug-Free Workplace Act of 1988

34 CFR Pmi 85, Subpart F (Regulations Implementing Drug-Free  
Workplace Act

APPROVED:

**TOBACCO AND E-CIGARETTE USE ON SCHOOL PREMISES BY STAFF MEMBERS**

In accordance with state law and the clean air act, smoking and other use of tobacco, or use of e-cigarettes shall be prohibited at all times on school premises.

"School premises" include school buildings and all property owned by, or under the control of the School District of Waukegan and Union Center. This includes all property and facilities owned or leased by the School District.

This policy includes staff while supervising student activities.

LEGAL REF.: Section 101.123 Wisconsin Statutes

APPROVED:

**STAFF MISCONDUCT REPORTING**

The position of the Wonewoc-Center School Board is that each and every employee is responsible for the health, safety, and welfare of all students and employees.

In the event that an employee is aware of misconduct regarding another employee it is expected that the misconduct be reported to a supervisor or the administration.

It is also implied, that any person making a report will not face retribution as a result of the report and will be treated in according to “whistle blower” protections.

**EMPLOYEE PHYSICAL EXAMINATIONS**

Upon initial employment, an employee must take a physical examination, including a tuberculin skin test (TB Mantoux) or chest x-ray, except that an employee may submit proof of such examination, chest x-ray or tuberculin test taken within ninety (90) days or with an affidavit pursuant to Section 118.25(2)(b), Wis. Stats. Additional physical examinations may be requested thereafter at intervals determined by the District. The cost of the initial physical examination as prescribed in Section 118.25, Wis. Stats., shall be paid by the District. The cost of additional medical examinations, required by the District, shall also be paid by the District.

An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the Board claiming such exemption. The Board may, however, require an examination if there is reasonable cause to believe that such an employee is suffering from an illness detrimental to the health of others. No employee shall be discriminated against by reason of his/her filing of an affidavit.

The district may require additional physical examinations or TB tests if the health of an employee is in question.

LEGAL REF.: Sections 103.15 Wisconsin Statutes

118.25

121.52(3)

APPROVED: October 25, 1999

**EMPLOYEE ALCOHOL & DRUG TESTING**

Employees of the Wonewoc Center School District are subject to district policy and State/Federal regulations.

Employees who have responsibilities as bus drivers must submit to regulations governing bus drivers and licensure rules including mandatory random testing.

All employees are further subject to board policy including but not limited to directives noted in policy 522.1 governing an employee alleged to be under the influence of any illicit chemical or alcohol.

Cross Reference: Controlled Substances & Alcohol Testing of Commercial Vehicle Drivers  
[www.complianceserviceswi.com](http://www.complianceserviceswi.com)

APPROVED:

**RETURN TO WORK FOLLOWING INJURY ON THE JOB**

Any employee involved in an incident, accident or injury, including property-damage only accidents or incidents, irrespective of fault, during working hours or while using any District-owned machinery, vehicle or other property, shall report the incident, accident or injury to the District Office within 24 hours (excluding weekends and holidays) of the occurrence of the incident, accident or injury.

Injuries that result in absence from work per a physician or qualified health care professional's orders will only be allowed to return to work with clearance to return to work and under the conditions set by the physician or qualified health care professional.

**RETURN TO WORK FOLLOWING PERSONAL HEALTH CONDITION/FMLA**

Any employee who is required to be absent from work per a medical health condition approved by a physician or qualified health care professional will only be allowed to return to work with clearance to return to work and under the conditions set by the physician or qualified health care professional.



**COMMUNICABLE DISEASE IN THE SCHOOL SETTING**

It is the policy of the Wonewoc-Center School District to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff, and to educate students and staff in disease prevention methods and sound health practices.

The district shall cooperate with state and/or county public health agencies in establishing and maintaining appropriate health standards for the school environment, promoting the good health of staff and educating staff in disease prevention methods and sound health practices.

If there is reasonable cause to believe that an employee or student has a communicable disease that could be detrimental to the health of the employee or others in the school environment, the district administrator, or designee, may require the employee to submit to a physical examination. A physician's statement indicating whether the employee is in suitable condition to continue working may be required. The district administrator, or designee, may also consult with state and/or county public health officials concerning the employee's health status and obtain recommendations which will help the district maintain a safe and healthful school environment.

In an effort to maintain a safe and healthful school environment, the district will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases (including HIV infection) at school and in school-related activities.

In recognition that an individual's health status is personal and private, the district will handle information regarding students and staff with suspected or confirmed communicable diseases in accord with state and federal law and Board policies regarding the confidentiality of student and staff records, while at the same time complying with applicable public health reporting requirements.

Students and staff may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease, as defined in the administrative interpretation, that poses a significant health risk to others or that renders them unable adequately to perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedure.

In an effort to reduce the risk of transmission of communicable disease in the school, the Wonewoc-Center School District has in place guidelines and procedures for implementation of steps to be taken regarding:

- I. Communicable Disease
- II. Exclusion from School for Health Reasons
- III. Handling of Body Fluids
- IV. Handling of Persons Infected with HIV

APPROVED:

## **GUIDELINES AND PROCEDURES REGARDING COMMUNICABLE DISEASE**

### **I. Communicable Disease**

Communicable diseases are defined as those diseases that are transmittable and may jeopardize the health and safety of both students and staff.

#### **Educational and Preventive Measures**

- A. The district will ensure that all students have their required immunizations.
- B. The school nurse shall be responsible for the appropriate maintenance of a health station in the school building. A communicable disease wall chart will be posted in the nurses's office. Persons designated to assist students with illnesses shall be given information regarding the suppression and control of communicable diseases.
- C. Information regarding suppression and control of communicable diseases will be included in the regular health curriculum for students and provided to all staff through inservice at regular intervals.

- D. First Aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school environment will be provided in main office and nurse's office.

#### Reporting And Confidentiality

- A. The nurse & principal shall function as the district's liaison with students and staff, parents and physicians, public health officials and the community at large concerning communicable disease issues in the school.
- B. School personnel will report any suspicion of a communicable disease to the school nurse who is responsible to make an assessment and report the communicable disease to Juneau County Public Health Department, if required.
- C. Records and information (both oral and written) on students and staff with suspected or confirmed communicable disease are confidential and will be handled in accordance with Wisconsin Statutes on pupil records. Such knowledge is confined only to those persons with a direct need to know for the purposes of investigation, control, and prevention of the disease.
- D. On a regular basis the school board shall:
  - 1. Review its general infection control policy and adapt it to reflect changes in current public health information and Wisconsin Statutes.
  - 2. Educate school personnel and students regarding practices to reduce the spread of communicable disease.

#### IL Exclusion from School for Health Reasons

- A. A student or staff person may be excluded from school for health reasons if he/she:
  - 1. Has a condition that requires immediate medical diagnosis or intervention, (e.g., needs diagnosis of a rash, fever of unknown etiology, sutures, emergency dental care, and so forth).
  - 2. Has a condition that requires ongoing supervision that cannot be provided in the school setting. (e.g., needs continuous observation after a concussive blow or seizure).
  - 3. Is not able to function in school because of illness, e.g., fever, vomiting,

diarrhea.

4. Has untreated pediculosis (lice), scabies.
5. Poses a significant health risk to others in the normal course of his or her school day activities.

Such a significant health risk is posed when:

- a. Any student and/or staff is in the infectious state of a serious airborne transmitted communicable disease. Serious airborne transmitted diseases include, but are not limited to, chicken pox, measles, mumps, pertussis, tuberculosis, and rubella.
  - b. Students and/or staff are unable to hygienically manage their bowel and bladder functions and they are in the infectious stage of an oral-fecal transmitted communicable disease. Oral-fecal transmitted diseases include, but are not limited to, Hepatitis-A, gastrointestinal infections such as giardiasis, salmonella, shigella, and parasites such as pinworms.
  - c. Students and/or staff have a disease which may be transmitted by body fluids, and have open lesions and whose developmental level or behavioral pattern makes it difficult for them to refrain either from touching the lesion and therefore, spreading the underlying infection or from biting, e.g., (very young or developmentally delayed students with impetigo, Hepatitis B virus, HIV (AIDS), staphylococcus aureus, Beta Hemolytic streptococcus or conjunctivitis infection.)
- B. A student and/or staff may not be excluded from school when the risk of transmission of a communicable disease is nonexistent in the school setting because transmission can only occur through sexual or intimate contact (e.g., gonorrhea, genital herpes, trichomonas, vaginitis, HIV (AIDS), cytomegalovirus or chlamydia) or when it can be controlled through education of the child and staff and the provision of readily available supplies to carry out hygiene measures (e.g., covering open lesions or cuts of those infected with a blood borne transmitted communicable disease and training in safety procedures for staff who clean up spilled body fluids.)
- C. Parents are notified of students suspected of having a communicable disease that may be transmitted to others in the school setting. Notification may be done by the principal, nurse, or other designated personnel. Such pupils and/or staff will be isolated and sent home for purposes of diagnosis and/or treatment.

- D. Students and/or staff who have contracted a communicable disease which may be transmitted in the school setting will not be readmitted until such time as it can be determined that the risk of transmission has subsided.
- E. Readmission may require a physician's signed statement that examination and treatment was obtained concerning the individual's suitability to return to school.
- F. Alternative education opportunities will be arranged for students who must be isolated from school for a significant period of time.

### III. Handling of Body Fluids

- A. Employees and students may knowingly and unknowingly be harboring transmissible diseases in their body fluids (such as HIV and Hepatitis-B virus). Therefore, **ALL BODY FLUIDS ENCOUNTERED ARE TO BE CONSIDERED CONTAMINATED AND INFECTIOUS!**
- B. The term "body fluids" includes: drainage from scrapes, cuts and open lesions, semen, blood, feces, urine, vomitus, respiratory secretions, (e.g., nasal discharge) and saliva.
- C. The following recommendations shall be implemented by all school

employees: What Should be Done to Avoid Contact With Body Fluids?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves will be available in the office of the custodian, nurse, or in the main office. It is recommended that each staff member keep a pair of gloves in their classroom or immediate work environment. Gloves are recommended when an individual has direct hand contact with body fluids (for example, treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Gloves used for this purpose should be put in a plastic bag or lined trash can, secured and disposed of daily. **DO NOT REUSE GLOVES?** Wash hands after removing gloves.

#### What Should be Done if Direct Skin Contact Occurs?

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (for example, when wiping a runny nose, applying pressure to a bleeding in my, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other non-disposable items (for example, towels used to wipe up body fluids) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to

parents. Contaminated disposable items (for example, tissues, paper towels, diapers) should be handled with disposable gloves.

#### How Should Spilled Body Fluids be Removed from the Environment?

To remove body fluids, a sanitary absorbent agent is applied, then vacuumed or swept up after a few minutes. The vacuum bag or sweepings should be disposed of in a plastic bag. The broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

After removing the body fluid spill, a 1:10 bleach should be used to disinfect hard surfaces or equipment. Mops and other non-disposable equipment should be soaked in the disinfectant solution after use and rinsed or washed in a hot water cycle and rinsed. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. The disinfectant solution should be promptly disposed of down a drain.

To disinfect rugs, apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dustpan and broom, then apply mg shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant. Wash brush with soap and water. Dispose of non-reusable cleaning equipment as noted above.

#### Removal of Gloves and Hand washing

Remove gloves carefully, holding them at the cuff and pulling toward the fingers, removing the glove with its outside surface in (inside out). Proper hand washing requires the use of soap and water and vigorous washing under a stream of warm running water for about ten seconds. Soap suspends easily removable soil and microorganisms, allowing them to be washed off. Rinse under running water. Use paper towels to thoroughly dry hands.

#### Laundry Instructions for Clothing Soiled with Body Fluids

The most important factor in laundering clothing contaminated in the school setting is eliminating potentially infectious agents with soap and water. Adding bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items.

APPROVED:



## **EMPLOYEE TREATMENT FOR CHEMICAL DEPENDENCY OR MENTAL ILLNESS**

Employees receiving treatment services for chemical dependency (alcoholism/drug addiction) or mental illness, will not be discriminated against nor receive disciplinary job action as a result of seeking these services.

Admission to a Joint Commission on Accreditation of Health Care Organizations (JCAHO) licensed facility will be considered a hospitalization and subject to established policies for illness. Information regarding such hospitalization shall be considered confidential.

Any admission to a licensed treatment facility following or during any disciplinary process is considered voluntarily.

Completion of a recommended treatment regimen does not constitute improved job performance, but may serve to aid in the process of improving job performance.

LEGAL REF.: Drug-Free Workplace Act of 1988  
Drug-Free Schools and Communities Act Amendments of 1989  
Americans with Disabilities Act of 1990

APPROVED:

**STAFF GIFTS / GRATUITIES**

No school district employee shall receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of value which he/she is not authorized to receive from any person, if such person:

- a. Has or is seeking to obtain contractual or other business or financial relationship with the Board; or
- b. Conducts operations or activities which are regulated by the Board; or
- c. Has interests which may be substantially affected by the Board.

The receipt of any gift, gratuity or anything of value as denoted above is contrary to the policy of the Wonewoc-Center Schools.

LEGAL REF.: Sections 118.12      Wisconsin Statutes

946.10

946.12

APPROVED:

### **STAFF SALES AND SOLICITATIONS**

No employee of the Wonewoc-Center School District may receive for his or her personal benefit anything of value from any person other than the school district itself to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any student while on school district property or at a school-sponsored activity.

The receipt of anything of value as denoted above is contrary to the public policy of the Wonewoc-Center School District. Any person violating this policy will be subject to disciplinary action.

LEGAL REF.: Section 118.12 Wisconsin Statutes

APPROVED:

## **PERSONNEL RECORDS**

A personnel file shall be maintained for each employee and shall contain such information as application, credentials, transcripts, references and other pertinent information concerning the employee. Personnel files shall be maintained in the school office.

Individual personnel records shall be considered confidential documents and shall be subject to examination and review only as provided by the established rules protecting their confidentiality. An employee shall have the right to review the contents of his/her personnel file pursuant to provisions outlined in the current employee agreement(s) and/or state law.

LEGAL REF.: Section 103.13 Wisconsin Statutes

APPROVED:

**STAFF CONTACT/RELATIONSHIPS WITH STUDENTS****A. LIVING/TRAVEL ARRANGEMENTS**

Continuity of the educational environment increases the probability of positive learning for students. In the course of an academic experience, situations may arise where students are in need of special living or travel arrangements for the goal of continuity. As a course of last resort, district staff may offer to assist in temporary and transitional living arrangements. District staff are to develop and maintain professional relationships with students of the Wonewoc-Center School District. Therefore, any shared living or travel arrangements with minor, un-emancipated students, by staff of the Wonewoc-Center School District are to have prior approval of the student's legal guardian and/or custodian.

**B. GIFTS OR FAVORS**

Staff are not to accept gifts from or give any gifts to current students of greater than "nominal value" (\$25 or less) per school year.

LEGAL REF.: Section 118.22 Wisconsin Statutes

APPROVED:

## **HIPAA PRIVACY POLICY**

### **Definition of HIPAA**

HIPAA is the Health Insurance Portability and Accountability Act of 1996. This legislation was passed to help govern the portability of health care coverage, especially in the area of preexisting conditions, and to create a more consistent health care delivery system.

### **Privacy Officer**

The Business Manager will receive complaints and ensure internal compliance with employee's protected health information.

### **Privacy Team**

The privacy team will consist of the following members: The Business Manager and/or HR Staff who work directly with Employee Benefits Corporation (EBC) concerning employee's protected health information.

### **Authorizing Use and Disclosure of Protected Health Information**

Written authorization will be requested to use an employee's protected health information or to disclose it to anyone for any purpose except as noted in "Uses and Disclosure of Protected Health Information." If the employee provides written authorization, the employee may revoke it at any time.

The employee may appoint a representative to act on his/her behalf. Information will only be disclosed to the formally appointed representative designated by the employee. A written designation must be provided to the Privacy Officer or designated Business Association (EBC).

### **Uses and Disclosure of Protected Health Information**

The employer is permitted or required, only under the following specific circumstances, to use or disclose protected health information without the employee's written authorization:

For Payment – Information received with the employee's reimbursement request includes a third party provider statement. The information on the statement is used to verify the date the service was provided, the type of service provided, the name of the provider, and the charges for the service. This information is used only for claims payment purposes.

As Required by Law – Your employer may use or disclose the employee's protected health information when required to do so by law. For example, an employee's health information must be disclosed to the U.S. Department of Health and Human Services upon request for the purposes of determining if your employer and/or EBC are in compliance with federal privacy laws or by a court order in a litigation proceeding.

Disclosure to Plan Sponsor – A group health plan may disclose protected health information to the sponsor of the plan, in most cases this is the employer. The plan sponsor can only use the information to perform plan administration functions as they apply to the employee's Reimbursement Plan(s) and may not use the information for employment-related purposes.

Family and Friends – If the employee is unable to communicate in an emergency or disaster relief, your employer may disclose your protected health information to a family member or friend to the extent necessary to facilitate the reimbursement of the employee's health care.

Public Health and Safety – The employer may disclose an employee's protected health information to the extent necessary to prevent a serious threat to the employee's health or the health and safety of others.

Military – The employer may disclose protected health information to military authorities under certain circumstances. The employer may disclose to authorized federal officials protected health information required by lawful intelligence, counter intelligence, and other national security activities.

Inmates – If any employee becomes an inmate of a correctional institution or under the custody of law enforcement officials, protected health information may be released about an employee to the correctional institution or law enforcement official. This release would be necessary to provide the employee with health care, protect the employee's health and safety or the health and safety of others, or for the safety and security of the correctional institution.

### **Employee's Rights and Obligations**

The employee has the following rights regarding protected health information:

- The right to request restrictions on certain uses and disclosures of protected health information. The employer is not required to agree to a requested restriction, however.
- The right to receive confidential communications of protected health information, as applicable.
- The right to inspect and copy protected health information, as provided in the Privacy Regulation.
- The right to amend protected health information, as provided in the Privacy Regulation.
- The right to receive an accounting of disclosures of protected health information.

- The right to obtain a paper copy of the "Notice of Privacy Practices" upon request, even if you agreed to receive this Notice electronically.

### **Employer's Obligations**

- The employer is required by law to maintain the privacy of protected health information and to provide the employee with notice of its legal duties and privacy practices with respect to protected health information.
- The employer is required to abide by the terms of this policy and the "Notice of Privacy Practices."
- The employer reserves the right to change the terms of this policy and the "Notice of Privacy Practices." The new provisions will be effective for all protected health information that it maintains.
- The employer will provide the employee with a revised "Notice of Privacy Practices" upon request.

### **Complaints**

The employee may complain to the employer and to the Secretary of the Department of Health and Human Services (HHS), without fear of retaliation by the organization, if the employee believes his/her rights have been violated. The employee may file a complaint with the Privacy Officer of the employer or submit a written complain to HHS.

The employer's contact person for matters relating to complaints is the Privacy Officer.

Policy Adopted By:

Wonewoc-Center Board of Education

Board Approved: 3/15/04



## **PROFESSIONAL STAFF POSITIONS**

All professional staff members shall possess the proper certification credentials required by the Department of Public Instruction.

LEGAL REF.: Section 121.01(1)(a) & (q) Wisconsin Statutes  
PI 3, Wisconsin Administrative Code  
PI 8.01 (2)(q)

CROSS REF.: Professional Staff Recruiting/Hiring

APPROVED:

**PROFESSIONAL STAFF CONTRACTS**

Contracts with individual professional staff members shall be in writing and signed by the Board Clerk in accordance with state law. All items included in the individual contract shall be subject to provisions of the current employee agreement with the WCEA Education Association WCEA.

It should be clearly understood that no part of any negotiated agreement is to be considered as part of the Board's policy manual. Certain policies in this section give article numbers from the negotiated agreement to further guide readers to the proper section of that document. However, the Board considers documents because of their differing methods of construction. Policies in this section that cite the negotiated agreement are included for reference only and shall be removed if questions ever arise creating a conflict between Board policies and the WCEA negotiated agreement. with staff members will comply with state statutes. Further directives are included in the staff handbook.

LEGAL REF.: Sections 111.70 Wisconsin Statutes

118.21

121.01 (1)(a)

APPROVED:

**PROFESSIONAL STAFF RECRUITING/HIRING**

The Board has the legal responsibility for approving the employment of all professional staff. While this responsibility cannot be waived, the Board assigns the responsibility for staff member recruitment to the district administrator. The district administrator or the designee shall post professional staff vacancy notices **in each school in accordance with provisions of the current employee agreement. In addition, he/she and** shall inform appropriate placement agencies of any professional staff vacancy and seek out the best possible candidates for such positions.

Professional staff members shall be contracted by the Board, upon recommendation of the district administrator. Persons recommended for employment shall meet the qualifications established by law and by the Board for the type of position for which recommendation is made.

All persons employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

LEGAL REF.: Sections 111.31 - 111.39 Wisconsin Statutes

118.195

118.20

118.24

120.12(1)

121.02(1) (a)

APPROVED:

**BACKGROUND CHECKS**

Upon recommendation for employment all prospective employees and volunteers will be subject to background checks. Information will be used according to all applicable rules and guidelines governing employment law, student protection, and any other necessary consideration.

**SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

Substitute teachers may be employed by the Wonewoc-Center School District for short or long-term periods of time in the absence of the regular teacher.

Suitable programs of training, assigning, orienting and evaluating the work of substitute teachers may be provided by the instructional staff under the direction of the building principal.

Rates of compensation for substitute teachers shall be determined by the Board.

LEGAL REF.: Section 120.12(1) Wisconsin Statutes

APPROVED:

**RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

Any staff member wishing to be released from his/her contract shall submit a written resignation request and submit it to the district administrator. Resignations will not become effective until accepted and approved by the Board.

LEGAL REF.: Section 118.22 (2) Wisconsin Statutes

CROSS REF.: Professional Staff Recruiting/Hiring

**WCEA Contract**

APPROVED:

NON-RENEWAL ON PROFESSIONAL STAFF MEMBERS

Nonrenewal of professional staff is governed by state statute.

The Wonewoc-Center school district will abide by statutes in place at the time of the non-renewal.

APPROVED:

## **PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES**

The Board believes in the importance of professional staff development and improvement. Therefore, the Board shall provide opportunities for staff members to keep abreast of the changing needs of society and education through local inservice activities; attendance at educational conferences at the local, regional and state level; school visitations; advanced education courses; or, participation on planning or evaluation committees.

Professional staff members shall be provided an opportunity to become involved in formulating staff development plans offered in the district.

Attendance at conferences, workshops and seminars shall be in accordance with established procedures.

LEGAL REF.: Section 121.01(1) (b) Wisconsin Statutes  
PI 8.01(2) (b), Wisconsin Administrative Code

APPROVED:



**PROFESSIONAL STAFF MEETINGS**

Staff meetings will be conducted on a regular basis by the principal, shall include an agenda, and shall allow for staff member participation and comments.

**NEW EDUCATOR MENTOR PROGRAM**

It is the purpose of the Wonewoc-Union Center Initial Educator Mentoring Program to provide initial educators the support and training to achieve success and to provide support for the mentors provide their time and abilities to assist the initial educators. The Initial Educator Mentoring Program includes orientation, support seminars and mentoring in the first year.

The district will allow initial educators to participate in opportunities to gain additional professional development and to attend additional support seminars that either they may select or the district may be able to provide.

**PROFESSIONAL STAFF EVALUATION**

In order to assure a high quality of professional performance and to advance the instructional programs of the Wonewoc-Center School District, the Board shall **require annual evaluations of all professional staff members. The administration and representatives of the Wonewoc-Center Education Association shall develop evaluation procedures which will serve a dual purpose: support the Educator Effectiveness program developed by CESA#6 as the tool of choice for ongoing teacher evaluations. This model provides for yearly observations and reviews culminating in summative evaluations every 3 years or more often as required for initial educators or as recommended by the administration.**

- (1) To provide a means to improve instruction; and
- (2) To provide an objective measure of teacher effectiveness.

The building principals shall have the primary responsibility for observing and evaluating professional staff performance.

LEGAL REF.: Section 121.02(1) (q) Wisconsin Statutes  
PI 8.01(2) (q), Wisconsin Administrative Code

APPROVED:

**SUPPORT STAFF POSITIONS**

Support staff positions shall be created only with the approval of the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

The district administrator shall maintain a comprehensive and up-to-date set of job descriptions for all support staff members.

APPROVED:

**SUPPORT STAFF RECRUITING/HIRING**

When a vacancy in the support staff occurs, the district administrator shall be held responsible for seeking out the best possible applicants for the position. The district administrator shall advertise the support staff vacancy in the local newspaper, and post notices of such vacancy in the school building. Application timelines shall be identified in the vacancy notices.

Applications shall be screened by the district administrator and the department supervisor, if any. Interviews of selected candidates shall be conducted by the district administrator, or his/her designee. The district administrator, or his/her designee, shall select a candidate for the position based on the qualifications of the candidate and the candidate's interview.

Support staff members shall be employed by the Board, upon recommendation of the district administrator. In the event a person recommended by the district administrator is rejected by the Board, it shall be the duty of the district administrator to make another nomination.

All persons recommended for employment shall meet the qualifications established by the Board for the type of position for which nomination is made. Persons employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

LEGAL REF.: Sections 111.31 - 111.39 Wisconsin Statutes  
120.12(1)

APPROVED:

### **EVALUATION OF SUPPORT STAFF**

The development of an effective support staff is of paramount importance to the day-to-day operations of the school system. In order to be aware of any performance problems, support staff members shall be evaluated on a regular basis.

Support staff evaluations will be based on written job descriptions. Evaluations will be conducted by the employee's immediate supervisor.

APPROVED: