

**School District of River Falls
Ad-Hoc Policy Committee**

October 6, 2025 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Personnel Committee members: Stacy Johnson Myers (Chair), Alison Page, & Alan Tuchtenhagen

A quorum of the Board may be present for information-gathering purposes only.

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at
<https://meetings.boardbook.org/Public/Organization/1447>

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. NEOLA POLICY UPDATES - INITIAL READINGS

3

Description: The Policy Committee is conducting the initial readings of the following NEOLA policies as part of the review process. Approval by the Policy Committee will advance these policies to the full School Board for the first reading.

Policies Recommended for Initial Approval:

- Policy 1110 - District Goals
- Policy 1220 - Employment of the Superintendent
- Policy 1241- Non-Renewal or Termination of the Superintendent's Contract
- Policy 1400 - Job Descriptions
- Policy 1400.01 - Superintendent Job Description
- Policy 1421 - Criminal History Record Check and Employee Self-Reporting Requirements
- Policy 1460 - Physical Examination
- Policy 1630.01 - Family & Medical Leave of Absence ("FMLA")

Recommended Action: Approve the above-listed NEOLA policies for the initial reading by the Policy Committee and recommend them for the first reading.

5. NEOLA POLICY 1100 - DISTRICT ORGANIZATION

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Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1100 - District Organization for the initial reading by the Policy Committee and recommend it for the first reading.

6. NEOLA POLICY 1130 - ETHICS AND CONFLICT OF INTEREST

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Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1130 - Ethics and Conflict of Interest for the initial reading by the Policy Committee and recommend it for the first reading.

7. NEOLA POLICY 1210 - SCHOOL BOARD - SUPERINTENDENT RELATIONSHIP

30

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1210 - School Board - Superintendent Relationship for the initial reading by the Policy Committee and recommend it for the first reading.

8. NEOLA POLICY 1211 - WHISTLEBLOWER PROTECTION

31

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1211 - Whistleblower Protection for the initial reading by the Policy Committee and recommend it for the first reading.

9. NEOLA POLICY 1213 - STUDENT SUPERVISION AND WELFARE 32

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1213 - Student Supervision and Welfare for the initial reading by the Policy Committee and recommend it for the first reading.

10. NEOLA POLICY 1240 - EVALUATION OF THE SUPERINTENDENT 34

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1240 - Evaluation of the Superintendent for the initial reading by the Policy Committee and recommend it for the first reading.

11. NEOLA POLICY 1260 - INCAPACITY OF THE SUPERINTENDENT 36

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1260 - Incapacity of the Superintendent for the initial reading by the Policy Committee and recommend it for the first reading.

12. NEOLA POLICY 1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY 38

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1422 - Nondiscrimination and Equal Employment Opportunity for the initial reading by the Policy Committee and recommend it for the first reading.

13. NEOLA POLICY 1422.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE 46

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee for the initial reading by the Policy Committee and recommend it for the first reading.

14. NEOLA POLICY 1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY 48

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 1461 - Unrequested Leaves of Absence/Fitness for Duty for the initial reading by the Policy Committee and recommend it for the first reading.

15. NEOLA POLICY 1662 - EMPLOYEE ANTI-HARASSMENT

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: To table for a later date.

16. SCHEDULE NEXT POLICY AD-HOC COMMITTEE MEETING

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Ad-Hoc Policy Committee meeting: Monday, November 3, 2025, 6:00 p.m.

The meeting will be held at the District Office conference room, 852 E. Division Street.

17. ADJOURN



Book Neola Policy Templates for Processing
Section 1000 Administration Templates
Title DISTRICT GOALS
Code po1110 - DB 7/23/25
Status

1110 ~~ASSESSMENT OF DISTRICT GOALS~~

Goal Setting

The School Board recognizes the value of goal setting for school improvement consistent with the District's strategic plan. Therefore, the School Board and administration shall annually assess districtwide needs and concerns and translate such concerns into achievable goals.

Upon completion of the goal setting process, the administrative staff will develop an action plan and timetable to facilitate successful completion of the goals. The Board President and Superintendent will establish a process for reporting to the full School Board no less than twice per school year. Goals will be monitored and adjusted, if necessary, throughout the school year.

A District performance report shall be adopted and published annually by the School Board. The report shall describe the School Board's and school administration's educational goals and objectives, including learning related performance objectives, student assessment results, and other information required by law. The report shall be made publicly available on the District's website.

Goal Setting Procedure

1. The School Board and administration will assess the needs and concerns of the District.
2. The School Board and administration shall annually establish and review goals for the upcoming school year consistent with the District's strategic plan.
3. The administration will develop an action plan and timetable to achieve these goals.
4. The School Board shall monitor goals through administrative reports and adjust as necessary throughout the school year.
5. The School Board shall meet with administration mid-year and discuss the District's progress toward the achievement of these goals.
6. A final evaluation of progress toward goal achievement will be presented and discussed at the annual review.

Adopted from retired policy 152, 152-Rule

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One of the major functions of the Board of Education is to work with the administration to establish the goals by which the District can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the District's progress toward their realization:

In conjunction with its annual evaluation of the District Administrator, the Board shall also provide the time for both the Board and the administration to assess the progress of the District, during the previous year, toward the achievement of current goals. Both the District Administrator's evaluation and the progress assessment of goals shall take place at a time of the year when the following conditions are most favorable to assure this policy operates as intended:

- A. ~~(-) Adequate and reliable data on results to date of each District goal are available (see AG 1110) so assessment and evaluation can focus on how well the District is accomplishing its goals.~~
- B. ~~(-) Evaluations or progress assessments of the District's learning programs as well as evaluations of key administrators and other staff have been completed so such data are available for reference by the District Administrator and Board during the assessment of District goals and the evaluation of the District Administrator.~~
- C. ~~(-) The Board uses this assessment/evaluation time period to assess the effectiveness of the Board as well as each Board member (Form 0134 F1).~~
- D. ~~(-) Summaries and synthesized data, compiled from the evaluation of the District Administrator, the Board's self-assessment, and the evaluation data on programs and staff, are available to serve as reference information when determining the reasons for progress and/or lack of progress toward accomplishment of District goals.~~

~~This annual process of assessing/evaluating the Board, the District Administrator, staff, programs, and resources shall not be considered finished until:~~

- A. ~~(-) District goals and the strategies and actions being used to accomplish them have been reviewed and reprioritized;~~
 - B. ~~(-) revisions have been made in light of what all of the evaluation data for that year have indicated~~
 - ~~(-) should be changed~~
 - ~~(-) should be continued~~
- ~~in order to improve the accomplishment of District goals.~~

~~[] The Board directs the District Administrator to develop a plan as a component of the District's strategic planning process, to evaluate and identify opportunities for improvement of the District's operations. Such plan shall include a goal-oriented strategy for implementing lean management principles and evaluating those improvements on a regular basis. (-) The plan shall include regular updates to the Board.~~

~~[] The Board develops and implements a plan to improve its own performance as the body charged with the responsibility for the governing of the District.~~

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Book Neola Policy Templates for Processing
 Section 1000 Administration Templates
 Title EMPLOYMENT OF THE SUPERINTENDENT
 Code po1220 - 7/25/25
 Status
 Legal 118.24, Wis. Stats.
 29 C.F.R. Part 1635
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

1220 - EMPLOYMENT OF THE ~~Superintendent~~ SUPERINTENDENT

The School Board vests the primary responsibility for the administration of this District in the Superintendent. The appointment of that officer is, therefore, one of the most important functions the School Board can perform.

Whenever the position of Superintendent shall be vacant, the School Board shall appoint a Superintendent as chief executive officer and fix ~~his/her~~ ~~the Superintendent's~~ salary and term of office which shall be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

~~When a Superintendent opening occurs, the School School Board will aggressively recruit in an effort to fill the position with the most capable person available. The School School Board will consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the essential functions of the Superintendent Superintendent's job.~~

~~The School School Board President, or designee, will inform various educational institutions and placement agencies of the Superintendent Superintendent vacancy. The services of an advisory committee and/or a consultant may be utilized in both recruiting and interviewing Superintendent Superintendent candidates. The School School Board, acting as a committee of the whole, will conduct interviews with selected candidates.~~

~~A majority vote of the full membership of the School School Board will be required to appoint a Superintendent Superintendent at a legally held regular or special School School Board meeting.~~

~~Adopted from retired policy 221~~

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~~The School Board shall actively seek the best qualified and most capable candidate for the position of Superintendent.~~

~~[] It may be aided in this task by:~~

- ~~A. () a committee of School Board members;~~
- ~~B. () the services of professional consultants;~~
- ~~C. () the counsel of the out going Superintendent;~~

~~D. () the participation of members of the community.~~

~~Recruitment procedures may be prepared in advance of the search and () shall () may include:~~

- ~~A. () preparation of a written job specification for the position of Superintendent;~~
- ~~B. () preparation of written specifications of qualification in addition to proper State certification;~~
- ~~C. () preparation of informative material describing this District and its educational goals;~~
- ~~D. () where feasible, the opportunity for applicants to visit the schools of this District;~~
- ~~E. () the requirement that each selected candidate for the position be interviewed by School Board members in a format that encourages him/her to express his/her educational philosophy;~~
- ~~F. () solicitation of applications from a wide geographical area;~~
- ~~G. () consideration of all applicants fairly without discrimination on the basis of race, color, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.~~

~~[] No person may be employed as Superintendent of this District unless s/he has the proper Wisconsin certification or has applied for certification as a Superintendent in Wisconsin and has signed an employment contract with the School Board. If certification has been applied for, receipt is to be timely.~~

~~[] No person may be employed as Superintendent of this District unless s/he has signed an employment contract with the School Board.~~

~~[] Such contract shall include:~~

- ~~A. () the term for which employment is contracted, including beginning and ending dates;~~
- ~~B. () the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;~~
- ~~C. () the benefits to which s/he is entitled;~~
- ~~D. () such other matters as may be necessary to a full and complete understanding of the employment contract.~~

~~[] The Superintendent so appointed shall devote himself/herself to the duties of his/her office.~~

~~[] Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this School Board to constitute grounds for his/her dismissal.~~

~~The person selected for the position of Superintendent, if not already an employee of the District, shall be required to undergo a physical examination, including a tuberculosis screening questionnaire, subject to further tests, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with the District guidelines and applicable law. The cost of the examination shall be borne by the District.~~

~~The Superintendent will be notified of the results of the medical examination upon receipt. The reports of such examination and any documents acquired containing genetic information will be maintained in a separate confidential personnel medical file in accordance with the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA).~~

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Book	Neola Policy Templates for Processing
Section	1000 Administration Templates
Title	NON-RENEWAL OR TERMINATION OF THE SUPERINTENDENT'S CONTRACT
Code	po1241 DB 7/25/25
Status	
Legal	118.24(6) and (7), Wis. Stats.

1241 - NON-RENEWAL OR TERMINATION OF THE Superintendent'S SUPERINTENDENT'S CONTRACT

The School Board has an obligation to the students, parents, and residents of this District to employ the professional leadership that the School Board feels best suited to meet the educational needs of the students. The School Board shall meet this obligation through recruitment, hiring, and supervision efforts designed to assure that the Superintendent is highly qualified and meeting performance standards while in the position.

11 If the Superintendent's performance is found to be unsatisfactory by the School Board, the Superintendent shall be notified in writing by the President. The Superintendent shall normally be given an opportunity to address identified deficiencies in performance.

If the School Board intends to consider non-renewal of the Superintendent's contract, it shall give the Superintendent written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.

If the Superintendent files a written request with the School Board within seven (7) days after receiving such notice, the Superintendent has a right to a hearing prior to being given the notice of non-renewal of the contract. The Superintendent may request a public or private hearing and request that the School Board provide its reasons for non-renewal, in writing, prior to the hearing.

At least four (4) months prior to the expiration of the contract of the Superintendent, the School Board shall provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full membership of the School Board.

Non-renewal or unilateral termination of the Superintendent's contract shall be consistent with State law and with the provisions of the employment contract between the School Board and the Superintendent. The School Board President, with the assistance of School Board legal counsel, shall be responsible for compliance with non-renewal or termination procedural requirements.

By mutual agreement of the School Board and the Superintendent, the employment contract may be modified or terminated. Policy 3140 - Non-Renewal, Resignation, and Termination applies to administrators other than the Superintendent.

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Book Neola Policy Templates for Processing
 Section 1000 Administration Templates
 Title JOB DESCRIPTIONS
 Code po1400 DB- 7/31/25
 Status

1400 - **JOB DESCRIPTIONS**

The School Board recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions, and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent shall maintain a current, comprehensive, and coordinated set of job descriptions for professional and support staff positions. Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the School Board and maintained by the Human Resources Department.

~~[-]~~ The job description of the Superintendent shall be included in the School Board policy manual.

~~[-]~~ All job descriptions of non licensed administrators shall be approved by the _____ and will be maintained _____.

As long as the provisions of the job description(s) are not inconsistent with School Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

~~[-]~~ Each professional staff member's job description shall contain the following provision:

~~"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District."~~

~~[-]~~ Each support staff member's job description shall contain the following provision:

~~"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District."~~

~~[-]~~ Employees will be evaluated, at least in part, against their job descriptions.

~~[-]~~ Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

~~[-]~~ Each job description shall include the requirement that the staff member serves as a positive role model for students and to help instill in students the belief in, and practice of, ethical principles and democratic values.

~~[-]~~ Each job description shall include a statement that reserves the authority to the Superintendent to assign additional duties and responsibilities as necessary within the scope of the employment position.

~~During the hiring process, the current job description for the position for which the individual is interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.~~

Upon employment by the School Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

From time-to-time, the School Board further recognizes that the Superintendent may find it necessary to revise job descriptions for support staff positions.

~~[] During the revision of a job description, the Superintendent may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.~~

Following the revision of a job description, staff members who are affected by that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

~~[] The Superintendent shall prepare administrative guidelines necessary for the proper implementation of this policy.~~

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Book Neola Policy Templates for Processing
Section 1000 Administration Templates
Title SUPERINTENDENT JOB DESCRIPTION
Code po1400.01 DB - 7/25/25
Status

1400.01 - SUPERINTENDENT JOB DESCRIPTION

MINIMUM QUALIFICATIONS: School District of River Falls Job Description SUPERINTENDENT A valid license for Superintendent or District Administrator issued by the State of Wisconsin Department of Public Instruction (DPI), and such qualifications of academic, professional, and personal experience as specified by the River Falls Board of Education. Must have strong human relations skills.

POSITION SUMMARY: The Superintendent of Schools is the chief school administrator and the executive official for the Board of Education of the River Falls Public Schools. The Superintendent of Schools is charged with providing leadership in developing, achieving, and maintaining outstanding educational programs, services, and opportunities for the students, staff, and residents of the School District of River Falls, as well as performing all other duties as assigned by the Board.

REPORTS TO: Board of Education

SUPERVISES: Director of Human Resources and Leadership Development, Director of Academic Services, Director of Finance and Facilities Management, Director of Student Services, Administrative Assistant to the Superintendent, High School Principal, Middle School Principal, Elementary Principals, Supervisor of Information Technology, and Community Education/Communications Director

SCHOOL BOARD DEVELOPMENT

PERFORMANCE RESPONSIBILITIES

1. Serve as ex-officio on the school board by providing recommendations, participating in discussions, and making reports on topics of importance to the Board.
2. Lead Board and administration in annual goal-setting aligned to a district strategic plan.
3. Assist in planning organizational meetings in April to ensure smooth operations of the Board during the year.
4. Facilitate Board professional development opportunities (inservice, retreats, workshops) and encourage Board participation.
5. Keep the school board informed on matters such as district problems, needed Board decisions, legislative and funding issues, and state and federal policies.
6. Conduct information sessions for Board candidates and train newly elected Board members in school district operations and issues.
7. Collaborate with the Board President to establish meeting agendas.
8. Perform all other duties as assigned by the Board of Education

COMMUNICATIONS AND COMMUNITY RELATIONS PERFORMANCE RESPONSIBILITIES

1. Provide for a system of internal communications.
 - a. Build and nurture relationships and rapport with staff.
 - b. Organize district efforts to recognize staff contributions and achievements.
2. Provide for a system of external communications.
 - a. Build and nurture relationships with community stakeholders.
 - b. Provide for regular flow of information to and from community stakeholders.
 - c. Participate in civic, community, and business organizations.
 - d. Promote and implement partnerships with community stakeholders.
 - e. Communicate emergency school closing decisions.

EDUCATIONAL LEADERSHIP AND DISTRICT CULTURE PERFORMANCE RESPONSIBILITIES

1. Provide leadership, vision, empowerment, and motivation for district administration and staff to develop and implement strong educational programs aligned to the district mission.
2. Recommend employment, transfer, promotion, and dismissal of all administrative personnel.

3. Oversee individual administrative goal-setting and professional development.
4. Ensure accountability of administrators in effectively implementing duties as defined in job descriptions and district strategic plans.
5. Delegate appropriate responsibilities for members of the administrative team, including that of acting district administrator during the superintendent's absence.
6. Oversee all aspects of crisis prevention and response planning.
7. Provide a consistent conflict resolution process when addressing complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students, or Board members in accord with board policy.
8. Seek equity, inclusion, and diversity in recruitment, policy adoption, training, and decision-making.

STRATEGIC PLANNING PERFORMANCE RESPONSIBILITIES

1. Provide leadership for systemic long-range planning for all aspects of the school district, including instructional, staffing, capital needs, fiscal, and stakeholder involvement.
2. Oversee implementation of the district's strategic plan to meet the mission of the District.
3. Project enrollment, staffing, and facility needs and establish a plan to address needs.
4. Create and implement a system that provides ongoing, timely strategic plan progress updates to the Board and employees.

POLICY/GOVERNANCE/DECISION-MAKING PERFORMANCE RESPONSIBILITIES

1. Recommend Board policies and policy changes, and implement policies and procedures as established and approved by the Board.
2. Collaborate with administrators to recommend organizational structures that provide for effective and efficient operations of the District.
3. Recommend calendar of school days for Board approval and make decisions on alterations in school day schedule for emergency or weather-related changes.
4. Function as the administrative liaison between the Board and administrators.

FISCAL AND LEGAL MANAGEMENT PERFORMANCE RESPONSIBILITIES

1. Administer the school system in conformity with the laws of the United States, the State of Wisconsin, and regulations of the DPI.
2. Oversee long-range budget revenue and expenditure projections, annual budgeting procedures, and sound fiscal management of district revenues and resources.
3. Provide leadership in the professional negotiations process.
4. Manage all litigation, attorney consultation, and legal issues of the District.

~~*INSERT* CURRENT JOB DESCRIPTION~~

Title: ~~District Administrator~~

Reports To: ~~_____ Board~~

Supervises:

Directly: ~~All District office administrators and all principals~~

Indirectly: All employees of the ~~_____ School District~~

District Administrator Job Function:

~~The District Administrator serves as the administrative head of the District and administrative official of the Board and is directly responsible to it for providing overall leadership and direction for the District's public schools in accordance with School District philosophy, objectives, and policies and in accordance with State and Federal laws and regulations.~~

~~The District Administrator may delegate responsibility and authority for the operation of the various School District functions to District employees. However, the District Administrator is directly and irrevocably responsible to the Board for all functions of the District, including evaluation, planning, reporting, personnel, coordination, and following all Board policies.~~

~~The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.~~

Essential Functions:

- A. ~~The District Administrator creates, monitors, and facilitates the process of~~ **strategic improvement**, ~~and seeks to ensure the District's mission, vision, and goals are fulfilled in a manner that all students are prepared to be career and college ready and globally competitive.~~

- B. The District Administrator serves as the District's **instructional leader** and fosters the success of all students by leading the creation, implementation, and review of instructional systems that promote high student achievement and professional development and growth for staff.
- C. The District Administrator fosters the success of all students by implementing effective and collaborative **human resources systems** resulting in a student centered, diverse, high performing staff.
- D. The District Administrator fosters the well being and success of all staff and students through continuous improvement process for effective **operations and resource management**.
- E. The District Administrator fosters the success of all students by **communicating, collaborating, and connecting** effectively with the Board, staff, families, community, and other stakeholders.
- F. The District Administrator fosters the success of all students and staff by **modeling professional and ethical behavior**, engaging in continuous professional growth, and contributing to the profession.

Duties and Responsibilities:

A. Strategic Leadership

1. Works with the Board to develop and recommend policies that define organization expectation, and effectively communicates these to all stakeholders.
2. Promotes a climate of respect, trust, innovation, and professionalism with Board, staff, students, and community.
3. Provides leadership to promote effective District change and support continuous improvement.
4. Works collaboratively with Board and stakeholders to identify needs, determine priorities, and implement practices that result in continuous improvement.
5. Keeps the Board informed of current and future needs and issues affecting the District and works collaboratively to resolve them.
6. Fosters external partnerships to build targeted opportunities around identified student/District needs.
7. Promotes Board development and improvement.

B. Instructional Leadership

1. Ensures rigorous standards based curriculum with units of instruction consisting of well structured lessons with measureable outcomes.
2. Promotes high expectations, student engagement, personalization to accommodate diverse learners and integration of appropriate technology to maximize student learning.
3. Facilitates the implementation of a balanced assessment system including use of formal and informal assessments to measure student growth and understanding.
4. Creates and sustains a District culture with expectation that support effective, data based decision making and uses multiple sources of evidence to drive school and District goals, improve organizational performance, educator effectiveness, and student learning.
5. Develops and nurtures a culture of continuous learning and professional development and growth in which staff members are reflective about their strategies and use data and various methods to analyze and adapt practices that achieve improved results.
6. Ensures that the District curriculum, instruction, and assessment program are designed to provide full access and opportunity for all students.

C. Human Resources Leadership

1. Allocates resources for staff to achieve the District's goals.

2. Ensures consistent processes for the recruitment, employment, induction, and mentoring of employees resulting in the retention of high performing and diverse personnel.
3. Provides the vision and direction for positive employee relationships.
4. Ensures structure and support for effective conflict resolution.
5. Ensures all employees are evaluated in an effective manner resulting in improved performance.
6. Ensures results oriented professional development that is aligned with District goals and staff needs.
7. Maximizes human resources based on the strengths of employees, thereby empowering them to seek leadership opportunities.

D. Operations and Resource Management

1. Anticipates and responds to current, emerging, and future needs in a timely manner.
2. Ensures an orderly, safe, and positive environment conducive to teaching and learning through research-based strategies and best practices.
3. Demonstrates fiscal responsibility by acquiring, allocating, and managing human, material, and financial resources.
4. Collaborates and develops internal and external partnerships to enhance operations and resource management.
5. Ensures efficiencies in the operation and management of resources through the acquisition and effective use of technology.
6. Integrates and aligns processes and resources for the effective day to day ongoing operations of the organization.

E. Communications and Community Relationships

1. Demonstrates and fosters an atmosphere of trust and mutual respect.
2. Promotes and maintains effective communication between and among Board members, staff, and the community.
3. Brings groups together with different interests and works collaboratively in response to challenges.
4. Advocates for sound educational policy.
5. Works collaboratively with all stakeholders to build community support and secure resources.
6. Demonstrates and adapts the skills necessary to build community support for District goals and priorities.
7. Models and promotes the appreciation and acceptance of diversity in the community.
8. Demonstrates governance leadership by supporting the Board (e.g., meetings, workshops, committees, etc.).

F. Professionalism

1. Adheres to legal, moral, and ethical standards and demonstrates personal integrity in all interactions.
2. Assumes responsibility for personal actions and responds appropriately to the actions of others.
3. Models collegial and collaborative approaches with staff and community to advance the mission, vision, and goals of the District.
4. Participates in a meaningful and continuous process of professional development that results in student growth.
5. Provides services to the profession and community through engagement and partnerships.

6. Demonstrates expertise in supporting the development of leadership capacity across the organization.
7. Actively seeks opportunities to network, share knowledge, and stay abreast of the latest research to promote organizational effectiveness and efficiency.

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Book	Neola Policy Templates for Processing
Section	1000 Administration Templates
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po1421 - DB 7/31/25
Status	
Legal	111.335, Wis. Stats.

1421 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS

To ensure the safety of students and staff, it is the policy of the School Board that criminal background investigations be conducted on any paid staff member. Criminal background investigations will also be conducted on university interns and student teachers, and on those wishing to volunteer in the District. Background investigations will be completed prior to paid or volunteer service begins.

Employment may be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks. If an applicant has committed a crime that substantially relates to the circumstances of the particular position for which he/she is applying, the District may take that offense into consideration when deciding whether to employ the individual. The District may refuse to employ an individual who has been convicted of a felony and who has not been pardoned for that felony.

Knowingly falsifying any of the information in pre-employment documents, such as an application for employment or background check questionnaire, shall be sufficient grounds for not being hired or for discharge.

Criminal background investigation paperwork including forms and records obtained through processing shall be considered confidential and shall not be released or disseminated unless required by law.

All District employees will notify their immediate supervisor or building principal as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- 1) crimes involving school property or funds;
- 2) crimes involving fraudulent or unauthorized attempt to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- 3) crimes that occur wholly or in part on school property or at a school-sponsored activity;
- 4) a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- 5) a misdemeanor which violates the public trust.
- 6) major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported. However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets).

Per River Falls School District Employee Handbook, employees who notify their supervisor or building principal of an arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the offenses as indicated above will be subject to being placed on administrative leave, suspension, or termination, as permitted by law. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

Adopted from retired policy 533.1

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Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's administrative staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The District Administrator, as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall notify the () Board President () _____ for any criminal or municipal offense.

However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets).

Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Book	Neola Policy Templates for Processing
Section	1000 Administration Templates
Title	PHYSICAL EXAMINATION
Code	po1460 - DB 9/25/25
Status	
Legal	118.25, Wis. Stats. 118.25(2)(a), Wis. Stats. 121.52(3), Wis. Stats. 29 C.F.R. Part 1630 29 C.F.R. Part 1635 42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

1460 - **PHYSICAL EXAMINATION**

Upon initial employment, employees shall be required to have a health examination, including tuberculin screening. An employee can submit proof of an examination, chest X-ray or tuberculin test, which was taken within the 90 days prior to an offer of employment. In the event the employee has a positive reaction to the skin test, a chest x-ray shall be done at a facility selected by the School District of River Falls. Anyone who has a known automatic positive reaction to the skin test may have a chest x-ray without first undergoing the skin test. Freedom from tuberculosis in a communicable form is a condition of employment. Those employees having positive reactions to the skin test shall be required to a follow-up examination with a physician. A copy of the results of this examination shall be kept on file in the school district administrative offices. An employee may be exempt from the physical examination requirement for religious reasons if an affidavit has been filed with the School Board claiming such exemption. No employee may be discriminated against by reason of the employee filing such an affidavit. Notwithstanding the filing of an affidavit, if there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of students, the School Board may require the employee to undergo a health examination sufficient to indicate whether or not the employee is suffering from such an illness. The cost of the examination, including tuberculin skin test or chest x-ray, shall be paid out of District funds for all permanent and substitute employees. The medical examination report will be completed by a facility selected by the District. Additional physical exams, for certain employee groups based on job expectations, may be required in accordance with state law. In addition to the aforementioned, school bus drivers shall be required to complete a medical examination report as prescribed by state law. Completion of this report is mandatory prior to being tested for a school bus driver's license. Certificates of examination shall be maintained in separate files within the District, along with any restrictions from the employee's physician. They shall be treated as confidential medical records and shall only be available to those individuals specifically authorized by law.

Adopted from retired Policy 523.1

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The School Board requires any candidate who has been offered employment in a position that involves contact with children or the preparation of food for children, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire. Additional testing may be required to assure freedom from tuberculosis in communicable form.

The School Board requires every employee to undergo a physical examination as a condition of ongoing employment every _____ years of employment. **[END OF OPTION]**

No physical examination may be required of any employee who has filed an affidavit with the _____ Superintendent requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.

The Superintendent may establish additional physical examination requirements for positions requiring particular demands or as may otherwise be required by law. Any fitness for duty examination shall be job-related and out of necessity for safe and proper performance of job duties. **[END OF OPTION]**

Freedom from tuberculosis in a communicable form is a condition of employment.

The School Board shall also require the candidate to submit to a test for controlled substances the results of which must indicate there is no evidence of unlawful drug use. Such examinations shall be done in accordance with the Superintendent's guidelines. **[NOTE: the legality of blanket pre-employment drug testing by a government employer for all positions is uncertain. Courts have concluded that drug tests that are not based on a suspicion of drug use are permissible only where the position involves "safety-sensitive" employment. Selecting this option should be done with the advice of legal counsel.]**

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the School Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification (see Form 1460-F2).

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and School Board Policy 1422.02 the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the School Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

The results of any physical examination conducted in the course of the employment process shall be solely for the purpose of determining employment eligibility or as may otherwise be required by law. Consideration of physical information in employment shall be consistent with the Americans with Disabilities Act (ADA) as amended and the Wisconsin Fair Employment Act (WFEA).

The School Board shall assume any fees for required examinations.

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Book	Neola Policy Templates for Processing
Section	1000 Administration Templates
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po1630.01 - - DB 9/15/25
Status	
Legal	29 U.S.C. 2601 et. seq. 29 C.F.R. Part 825 103.10, Wis. Stats. Wis. Admin. Department of Workforce Development (DWD) 225 National Defense Authorization Act of 2010

1630.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the School Board will provide family and medical leave to administrative staff. The School Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the School Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the School Board for at least twelve (12) months ~~in the past seven(7) years~~ and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The School Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child

B. for placement with the eligible staff member of a child for adoption or foster care

C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for themselves due to a physical or mental disability or, for leave under State law only, unable to care for themselves due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of the staff member's position

E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for the staff member's own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, the staff member is entitled to a total of twelve (12) work weeks of leave in () a calendar year () a fiscal year running from July 1 to the following June 30 () a twelve (12) month period marked by each employees' date of hire () a rolling twelve (12) month period measured forward from the date of any employee's first FMLA usage **[END OF CALENDAR OPTIONS]** for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

[DRAFTING NOTE: If a decision is made to change the manner of counting Federal leave entitlement usage, the change must be made following at least sixty (60) days notice to employees and in a manner such that any employee qualifying for leave during the transition period is afforded whichever counting method during the leave that affords the employee the greatest benefit.]

~~() Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care. [Drafting Note: this option is available under Federal law, but should only be selected upon the advice of District legal counsel for compliance with Wisconsin's marital status discrimination law].~~

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, the staff member is entitled to ten (10) work weeks of leave in a **calendar year** as follows:

- A. a total of six (6) weeks of leave for the birth of the staff member's natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

School Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the School Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or their family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under the WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

~~F~~ Staff members ~~must~~ **should** provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the Superintendent (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with their supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with their supervisor in order to work out a treatment schedule which best suits the staff member's needs, as well as the District's.

If a staff member must take more leave than originally anticipated, they must notify the Superintendent within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to their own serious health condition or the serious health condition of their spouse, child or parent, the School Board ~~may~~ requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The School Board reserves the right to certify all information permitted by law.

The staff member ~~must~~ should provide the fully completed certification to the Superintendent within fifteen (15) calendar days of the date that the certification is provided to the staff member unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it ~~should~~ must be returned to the Superintendent as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent doubts the validity of a certification, the Superintendent may require, at the School Board's expense, that the staff member obtain a second opinion from a School Board-designated provider, not regularly employed by the School Board. If the opinions of the staff member's and the School Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and their rights and responsibilities under this policy.

The Superintendent will give the staff member the notice on each occasion that the staff member notifies their supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one (1) notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent sufficient to enable the Superintendent to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with their supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the Superintendent may offer a staff member a temporary transfer to another position for which the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member ~~()~~ must ~~()~~ may ~~[END OF OPTION]~~ use the following leaves provided by the School Board, if available:

- A. vacation or personal leave, if available, for any family or medical leave;
- B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and
- C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the School Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The School Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the School Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the School Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying their portion of health insurance premiums regardless of whether the family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent for making premium payments for group health insurance during leaves.

To the extent permitted by law, the School Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the School Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. ~~A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the School Board, and if such benefits would normally accrue during such leave.~~

Employment Restoration

A staff member will generally be reinstated to the same position they held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if the staff member had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, the staff member is not entitled to be reinstated.

A staff member who exceeds the FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify their supervisor immediately. Upon such notice, the Superintendent will promptly reinstate the staff member to active employment, provided the staff member has the present skill and ability to perform the essential functions of their job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of their ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, the staff member must present certification to return to work to their supervisor upon returning to work. The staff member's Principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, the staff member may be disciplined, up to and including termination.

With the staff member's permission, the School Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall see that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

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Book Neola Policy Templates for Processing
Section 1000 Administration Templates
Title DISTRICT ORGANIZATION
Code po1100- DB 7/23/25
Status
Legal 118.24, Wis. Stats.

1100 - DISTRICT ORGANIZATION

The School Board recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The Superintendent shall continually monitor the effectiveness of the District organizational plan and recommend to the School Board such modifications in the plan which are in the best interests of the students, make efficient use of District resources, and serve the educational goals of the School Board. Any reconfiguration of the grouping of grades, the use of buildings, or revision of services as part of the District's instructional program shall require School Board approval.

The Superintendent shall be the administrative head of the District. The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the School Board. Any revision of the District's administrative organizational structure shall require School Board approval.

Responsibility shall flow clearly from the Superintendent through administrators to the operational personnel in a manner consistent with the District's plan of supervision for staff.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the effective functioning of the District.

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Book Neola Policy Templates for Processing
 Section 1000 Administration Templates
 Title ETHICS AND CONFLICT OF INTEREST
 Code po1130- DB 7/23/25
 Status
 Legal 19.42(7), 19.59, 946.13, Wis. Stats.
 2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318
 7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

1130 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School Board members, and the District's administrative employees and officers and is essential to the School Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the School Board adopts the following guidelines that are designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all administrative employees, officers, and agents, including members of the School Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all administrative employees, officers, and agents. Administrative employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The School Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No administrative employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Administrative employees shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or anything of substantial value or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the administrator's regular duties; ~~() or the service is not provided to students enrolled in one or more class with an administrative staff member~~
[END OF OPTION];
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's, or agent's employment or professional relationship with the School District through their access to School District records;
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
5. the requirement of employees, students or clients to purchase any private goods or services provided by an administrative employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the administrative employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.
- E. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. Administrative employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit, or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Administrative employees, ~~and~~ officers, ~~and~~ agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

~~§~~ However, pursuant to Federal rules, the School District has set standards for when an administrative employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ ~~25~~ or less. **[END OF OPTIONAL LANGUAGE]**

[DRAFTING NOTE: Section 200.318 of Title 2 of the Code of Federal Regulations allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. Nominal value is frequently defined as anything of value less than \$25, however, local standards may differ.]

- G. Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

H. Administrative employees, ~~and officers and agents~~ found to be in violation of this conflict of interest policy will be subject to

~~discipline in accordance with Policy 3139 - Staff Discipline.~~

~~discipline as specified in the Employee Handbook.~~

~~the following disciplinary actions: **[insert School District's disciplinary actions]**~~

~~**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any applicable School Board policy or employee handbook provisions.]**~~

~~No administrative employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the administrator will receive compensation for such outside activity or not, without first providing notice to obtaining the approval of **[END OF OPTION]** the Superintendent, or in the case of the Superintendent, such notice must be provided to approval must be obtained from **[END OF OPTION]** the School Board. No administrative employee shall receive compensation, including payment for expenses, from any outside organization for any activity related to the administrator's occupation as a professional educator without School Board approval.~~

In the event that, within the course of administering a Federally funded grant program or service to the District, an administrative employee identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the administrative employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use the employee's public position to obtain a financial gain or anything of substantial value for oneself or the employee's immediate family, as defined in 19.42(7), Wis. Stats.

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Book Neola Policy Templates for Processing
Section 1000 Administration Templates
Title SCHOOL BOARD - SUPERINTENDENT RELATIONSHIP
Code po1210 DB-7/23/25
Status

1210 - SCHOOL BOARD - SUPERINTENDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the School Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the input or recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the School Board.

The Superintendent, as the chief administrative officer of the District, is the primary professional advisor to the School Board. S/He is responsible for the development, supervision, and operation of the school program and facilities, including the development of administrative guidelines consistent with Policy 1230.01 — Development of Administrative Guidelines. ~~() The School Board shall retain oversight of any administrative guidelines established to implement School Board policy.~~

The Superintendent and those administrators directed by the Superintendent shall attend all School Board meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of School Board members.

In the interests of promoting and maintaining a healthy and productive work environment, the Superintendent shall report to the School Board President any information regarding School Board member conduct in violation of Policy 3362.01 - Threatening Behavior Toward Staff Members, Policy 4362.01 - Threatening Behavior Toward Staff Members, or Bylaw 0144.5 - School Board Member Behavior and Code of Conduct. If such a report involves the School Board President, the School Board Vice-President shall be notified.

The School Board is responsible for determining the success of the Superintendent in meeting the goals established by the School Board through annual evaluations of the Superintendent's performance.

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Book Neola Policy Templates for Processing
Section 1000 Administration Templates
Title WHISTLEBLOWER PROTECTION
Code po1211- DB 7/23/25
Status

1211 - WHISTLEBLOWER PROTECTION

The School Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, **and** School Board policies, ~~and administrative procedures or guidelines.~~ The School Board expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the School Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, employees are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the School Board.

It is the responsibility of an administrator who is aware of conduct on the part of any School Board member or employee that possibly violates Federal or State law, or School Board policy, to call this conduct to the attention of the employee's immediate supervisor. If the administrator's immediate supervisor is not responsive or is the employee whose behavior is in question, the administrator should report the alleged misconduct to the District Administrator.

After such a report is made by the administrator, the immediate supervisor or the District Administrator will ask that the report be put in writing.

Any administrator making such a report shall be protected from discipline, retaliation, or reprisal for making such **a** report as long as the administrator made such a report based on a reasonable and good faith belief that the report is accurate and not based on the administrator's intent to harm, harass, intimidate, or retaliate against another individual.

Administrators are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, administrators are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the School Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor or to the District Administrator, as appropriate.

If the alleged misconduct that is reported involves a School Board member, the employee shall report to the District Administrator who is authorized to engage the School Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator, the administrator shall make the report to the School Board President, who is authorized to engage the School Board's legal counsel to manage the investigation.

Upon receipt of a report made by a staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

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Book	Neola Policy Templates for Processing
Section	1000 Administration Templates
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213 DB-7/23/25
Status	
Legal	48.981, Wis. Stats. 948, Wis. Stats. 948.095, Wis. Stats.

1213 - STUDENT SUPERVISION AND WELFARE

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

An administrator 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 section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462.

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following:

- A. An administrator 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. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator, the School Resource Officer (SRO), and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. An administrator should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. An administrator 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 administrator 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 an administrator from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. An administrator 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.
- G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the **approval from the Human Resources Department.** ~~approval of their immediate supervisor~~ and consistent with the provisions of Policy 8660. This does not apply to any student who is an administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to their health.
- I. Administrators ~~(↔)~~ are discouraged from engaging ~~(↔) shall not engage~~ **[END OF OPTIONS]** students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only. ~~[Must be consistent with selections made in Policy 7540, Policy 7540.03, Policy 7540.04.]~~
- J. Administrators 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 public events that may involve or incidentally include depictions of students participating in or observing such events 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 an administrator'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 administrator 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 School Board Policy 8462 - **Child Abuse and Neglect**, each administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Book Neola Policy Templates for Processing
 Section 1000 Administration Templates
 Title EVALUATION OF THE SUPERINTENDENT
 Code po1240- DB 7/25/25
 Status
 Legal 115.415, 118.24, 120.12(2m), 121.02(1)(a), 121.02(1)(g), Wis. Stats.
 PI 8.01(2)(a)
 PI 8.01(2)(g)
 PI 34.03
 PI 34.32(1)
 PI 47

1240 - **EVALUATION OF THE SUPERINTENDENT**

The School Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the School Board and the Superintendent in the proper discharge of their responsibilities and to enable the School Board to provide the District with the best possible leadership.

The School Board shall

~~[-]~~ annually, no later than June 30. _____

~~[-]~~ periodically, but not less than every _____

evaluate the performance of the Superintendent. ~~(See Policy 1110)~~ Such evaluation shall include an assessment of:

- A. ~~[-]~~ the progress toward the educational goals of the District;
- B. ~~[-]~~ the working relationship between the School Board and the Superintendent;
- C. ~~[-]~~ the School Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the School Board for each criteria being assessed.

The School Board

~~[-]~~ and the Superintendent, jointly,

shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted. Such a method may include:

- A. ~~[-]~~ the Superintendent's own self-analysis of the current status of the District;

B. ~~[-]~~ the active participation of each School Board member;

C. ~~[-]~~ a recommendation from a School Board committee;

D. ~~[-]~~ a compilation of assessments

~~(-)~~ on a prepared standard form

by individual School Board members, which shall then be reviewed jointly by the School Board and Superintendent;

E. ~~[-]~~ evaluation interviews between the School Board and Superintendent during which no other business is discussed;

F. ~~[-]~~ the Superintendent's assessment of School Board efficiency and effectiveness.

As an outcome of the evaluation of the Superintendent's performance, the School Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

A. ~~[-]~~ determine the Superintendent's salary;

B. ~~[-]~~ identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;

C. ~~[-]~~ establish specific objectives, the achievement of which will advance the District toward its goals;

D. ~~[-]~~ improve its own performance as the public body ultimately charged with the educational responsibility of this District.

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Book Neola Policy Templates for Processing
Section 1000 Administration Templates
Title INCAPACITY OF THE SUPERINTENDENT
Code po1260 DB 7/25/25
Status

1260 - **INCAPACITY OF THE SUPERINTENDENT**

It is the duty of the School Board to appoint an interim Superintendent by a majority vote of the School Board upon a determination that the Superintendent is incapacitated in such a manner that the Superintendent is unable to perform the duties of the office. Until such appointment, the School Board President shall have the authority to take or delegate necessary administrative actions on behalf of the District.

The School Board shall fix the compensation of the interim Superintendent who shall serve, pending further determination of the Superintendent's ability to perform assigned duties and functions, or until the Superintendent's employment ends and a new Superintendent assumes office. The interim Superintendent shall perform all of the duties and functions of the Superintendent, and may be removed at any time using the procedures set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.

The School Board will exercise its authority under law to determine the incapacity of the Superintendent and to place the Superintendent on leave for a physical or mental condition that affects the Superintendent's ability to perform assigned duties in conformance with the law. The School Board may require that the Superintendent submit to an appropriate examination by a healthcare provider of the Superintendent's choice, a healthcare provider designated and compensated by the District, or both.

The Superintendent will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the School Board and to allow the School Board to speak to the health care provider who conducted the medical examination if clarification is needed. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

If the School Board determines that the Superintendent is unable to perform the duties of the office, the Superintendent may:

- A. at the Superintendent's request, be placed on sick leave, with pay, not to exceed the amount of accumulated, but unused, sick leave and any advancement of such sick leave which may be authorized by School Board policy;
- B. at the request of the School Board be placed on sick leave with such pay to which the Superintendent may be entitled or which may be authorized by School Board policy;
- C. at the Superintendent's request, be placed on a leave without pay.

As required by Federal law and regulation and School Board Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee, the School Board shall direct the provider designated by the School Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the Superintendent is found to be unable to perform assigned duties, the Superintendent may be placed on a leave of absence until such time as the Superintendent is able to return to the performance of the position or other action is taken.

The School Board may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 1630.01 as provided by law.

The foregoing leave shall not extend beyond the contract of the Superintendent.

The Superintendent shall, upon request to the President of the School Board, be returned to active duty status, unless the School Board denies the request within ten (10) days of receipt of the request. The School Board may require the Superintendent to establish to its satisfaction that the Superintendent is capable of resuming such duties on a full-time basis.

The School Board may demand that the Superintendent return to active service upon medical documentation that the Superintendent is able to resume the position's duties.

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Book	Neola Policy Templates for Processing
Section	1000 Administration Templates
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422 - DL 8/13/25
Status	
Legal	111.31 et seq., Wis. Stats. 111.335(d)(2), Wis. Stats. 118.195, Wis. Stats. 118.20, Wis. Stats. Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act 29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended 38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act 42 U.S.C. 2000 et seq., Civil Rights Act of 1964 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973 as amended 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended 29 C.F.R. Part 1635, The GINA Regulations 34 C.F.R. Part 110, The Age Discrimination Act Regulations

1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

Notice of the School Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications. **38**

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Military status refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Respondent is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and School Board employees (i.e., administrators, ~~and~~ professional and support staff), as well as School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the School Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

District Compliance Officers

The School Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

~~[DRAFTING NOTE: Neola suggests the School Board appoint both a male and a female CO in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs may also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two COs, there should always be a CO available to investigate a claim of discrimination/retaliation that pertains to the other CO, if appropriate.]~~

~~_____~~
~~_____~~
(Name)

~~Director of Student Services~~
~~Director of Student Services/Title IX Coordinator - Student _____~~
~~_____~~
(School-District Title)

~~_____~~
~~_____~~
715-425-1800
(Telephone Number)

~~852 E. Division Street~~
~~Elvve River Falls, WI 54022 _____~~
~~_____~~
(Office Address)

~~_____~~
~~_____~~
mark.inouye@rfsd.k12.wi.us
(E-mail Address)

~~_____~~
~~_____~~
Nate Schurman
(Name)

~~_____~~
~~_____~~
Director of Human Resources/Title IX Coordinator - Staff _____
(School-District Title)

~~715-425-1800~~

~~(Telephone Number)~~

~~852 E. Division Street~~

~~River Falls, WI 54022~~

~~(Office Address)~~

~~nate.schurman@rfsd.k12.wi.us~~

~~(E-mail Address)~~

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

- A. on the School District's website.
- B. ~~()~~ in the ~~staff/employee~~ handbooks.
- C. ~~()~~ in the ~~School District Annual Report to the public.~~
- D. ~~()~~ on each individual school's website.
- E. ~~()~~ in the ~~School District's calendar.~~
- F. ~~()~~ ~~_____.~~

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. ~~()~~ ~~Any sections of the District's postings, notifications, advertisements, or other materials regarding recruiting, hiring, and promotion need to contain a statement of nondiscrimination similar to that in the School Board's statement above. In addition, any gender-specific terms should be eliminated from these materials. [END OF OPTION]~~

Reports and Complaints of Discrimination and Retaliation

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

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

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

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filed with another School Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or ~~[] Option 1~~ the CO⁴⁰ will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. ~~[END OF~~

~~**OPTION 1**~~ ~~[]~~ **Option 2** the Superintendent will designate a specific individual to conduct the process necessary for an informal or formal investigation. **[END OF OPTION 2]** The CO will provide a copy of this policy to the Complainant and the Respondent upon request.

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

Investigation and Complaint Procedure (See Form 1422 F2)

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to discrimination or retaliation may seek resolution of the complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

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

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

Complaint Procedure

A Complainant who alleges discrimination/retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the Superintendent or other supervisory employees. Any complaint received regarding the Superintendent or a School Board member shall be referred to the School Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than two (2) days.

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

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and upon request provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint and the obligation to do so within five (5) days.

~~[] [OPTION 1] Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a protected class or retaliation within fifteen (15) days of receiving the formal complaint. [] [OPTION 2] Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress. [END OF OPTIONS]~~

The investigation will include:

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

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

~~(↔)~~ The CO may consult with the School Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may ~~(↔)~~ in consultation with the Superintendent or School Board President, if the matter involves the Superintendent, ~~[END OF OPTION]~~ engage outside legal counsel to conduct the investigation consistent with this policy.

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

~~[] The decision of the Superintendent shall be final.~~

OR

~~[]~~ A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the School Board within five (5) days of the party's receipt of the Superintendent's decision. The written statement of appeal must be submitted to the Superintendent, who will forward the request to the School Board President.

In an attempt to resolve the complaint, the School Board shall review the findings and may meet with the concerned

parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the School Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of its decision. The decision of the School Board will be final.

[END OF OPTIONS]

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

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

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

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The School Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The School Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the School Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other School Board policies.

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation is prohibited. Neither the School Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in

any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the School Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the School Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or

Employee Handbooks);

- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**

[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]

- Q. ~~()~~ documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. ~~()~~ copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. ~~()~~ copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- T. ~~()~~ copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;
- U. ~~()~~ copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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

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Book	Neola Policy Templates for Processing
Section	1000 Administration Templates
Title	NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po1422.02 - DL 8/13/25
Status	
Legal	42 U.S.C. 2000ff et seq. Title II, The Genetic Information Nondiscrimination Act of 2008 29 C.F.R. Part 1635

1422.02 - **NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

The School Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The School Board also does not limit, segregate, or classify applicants or employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of the person as an employee, based on genetic information. Harassment of a person because of genetic information also is prohibited. Likewise, retaliation against a person for identifying, objecting to, or filing a complaint concerning a violation of this policy is prohibited.

The identity of the Compliance Officer (see Policy 1422 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the School Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a District employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the District.

~~[] The School Board recognizes that genetic information may be acquired through commercially and publicly available media including newspapers, books, magazines, periodicals, television shows or the Internet. The School Board prohibits District employees and agents including commercial background investigation agents from searching these sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information. If genetic information about an employee or applicant is obtained in error, it shall be redacted immediately and not shared beyond the point of first receipt.~~

As used in this policy, "genetic information" means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for or receipt of genetic services or the participation in clinical research

that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA.

If the District's employees or agents legally and/or inadvertently receive genetic information about an employee or applicant, it shall be treated as a confidential medical record in accordance with law.

The District's Compliance Officer (see Policy 1422 - Nondiscrimination and Equal Employment Opportunity) is responsible for overseeing the School Board's compliance with this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the School Board's compliance with GINA. This person shall be responsible for working with the School Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer also shall verify that proper notice of nondiscrimination for Title II of GINA is provided to staff members, and that all requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) are accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement

The Genetic Information Nondiscrimination Act of 2008 or "GINA" prohibits employers and other entities covered by the law, including the School Board, from requesting or requiring genetic information of an employee or applicant or family member of an employee or applicant, except as specifically allowed by law. To comply with GINA, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Questions concerning compliance with the requirements of GINA may be directed to the Compliance Officer at _____ **[phone]715-425-1800.**

~~[] The School Board offers health services, () including a wellness program. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the District and no applicant or employee shall be identified or identifiable from the reported information.~~

The grievance procedure for complaints of discrimination in Policy 1422 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if an employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

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Book	Neola Policy Templates for Processing
Section	1000 Administration Templates
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461 -9/25/26
Status	
Legal	111.32 et seq., the Wisconsin Fair Employment Act 29 C.F.R. Part 1630 29 C.F.R. Part 1635 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the School Board to protect students and employees from the effects of contagious diseases and other circumstances that render administrators unable to perform their duties.

The School Board authorizes the Superintendent to place an administrator on leave for a physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The Superintendent may require that the administrator submit to an appropriate examination by a healthcare provider of the administrator's choice, a healthcare provider designated and compensated by the District, or both.

The employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the School Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal of the administrator to submit to an appropriate examination requested by the Superintendent or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and School Board Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee, the Superintendent shall direct the provider designated by the District to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on a leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should an Administrator, as defined in Policy 0100 - Definitions, refuse to submit to the examination requested by the Superintendent, such refusal shall subject the administrator to disciplinary action.

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 - Family & Medical Leave of Absence (FMLA) as provided by law.

In the event the Superintendent is the administrator subject to this policy, the School Board President shall direct the appropriate actions pursuant to this policy and Policy 1260 - Incapacity of the Superintendent.

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