

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION POLICY COMMITTEE MEETING**

Thursday, April 4, 2024
7:30 AM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION **3**

Attached please find the summary spreadsheet for the policies that will be reviewed at the meeting. These policies have been reviewed by the administration and the policy committee chair prior to movement to the committee for consideration.

- A. 447.3 Student Suspension 9
- B. 460 Student Scholarships 13
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VII. <u>ADJOURN</u>	

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Admin Recommendation:	Committee Recommendation
510	Personnel Policy Goals	510	Keep current policy	The PRG does not offer a samle policy for this topic. This policy is acceptable as written.	agree	
511	Equal Opportunity Employment	511		Review after Title IX rules are finalized.		
511 R	Employment Discrimination Harassment Complaint Procedure	511 R		Review after Title IX rules are finalized.		
511 E	Exhibit Discrimination Harassment Complaint Form	511 E		Review after Title IX rules are finalized.		
512	Sexual Harassment/ Harassment	512		Review after Title IX rules are finalized.		
513	Nondiscrimination Title IX	513		Review after Title IX rules are finalized.		
521	Staff Involvement in Decisionmaking	521	Keep current policy	The PRG does not offer a samle policy for this topic. This policy is acceptable as written.	agree	
521.1	Board-Staff Communications	521.1	Replace policy with PRG 521.1 sample policy 2.	I added the paragraph on board member visits to school from your current policy to the PRG sample.	agree with edit Paragraph 2	

831	Restrictions on Tobacco, Nicotine and Vapor Products	521.2	Replace policy with PRG 831 Sample Policy 3 and recode to 831.	Note that I sent you the edited version of PRG 831 sample policy 3 with the 400 series policies. Your current policy covers students, employees and visitors and is coded under the WASB Policy Coding System as 831. In the alternative you might have duplicate policies coded 443.3 (students), 522.2 (employees) and 831 (visitors) with cross referencing.	Reviewed and updated as part of 400's for 500's and 800. don't bringback	
522	Staff Conduct	522	Replace policy wity PRG 522 sample policy 1		agree	
522.1	Alcohol and Drug Free Workplace	522.1	Replace policy wity PRG 522.1 sample policy 1	See footnote 2 regarding potential issue under Wisconsin Fair Employment Act with your current policy ("0.0" standard for being under the influence using any device or means).	agree with edits	
	Employee Misconduct Reporting	522.3	Delete current policy	Content of this policy is covered in 522 staff conduct. Your current policy simply restates legal requirements and is not needed.	Repeal	
523	Staff Health and Safety	523	Keep current policy.	The PRG does not offer a sample policy for this topic. This policy is acceptable as written.	agree	
523.1	Employee Health Examinations	523.1	Replace with PRG 523.1 sample policy 1		agree	

523.2 and 523.2R	Employee Assistance Program (EAP) Procedures	523.2 and 523.2R	Keep current policy and rule	The PRG provides a sample EAP policy (see PRG 523.3 sample policy 1) that is very general. If you wish to keep the level of detail in your current policy and rule, you may do so. The current policy was last revised in 2002 and you should review the policy and your current EAP to be certain that the policy continues to accurately describe what you are doing. If you want a simpler policy that merely states that you will have an EAP, you might use the PRG sample.	Use PRG Version with legal references No Rule	
523.3 and 523.3R	Employee's Right To Know	523.3 and 523.3R	Keep current policy and rule	The PRG does not offer a sample policy for this topic. This policy and rule are acceptable as written.	agree	
523.5 and 523.5E	Employee Wellness	523.4	Keep current policy, recode to 523.5 align with PRG. Adopt PRG 523.5 sample exhibit 1	The PRG does not offer a sample policy for this topic and your policy is acceptable as written. The EEOC requires employers that offer a wellness program to provide a notice to employees which is reproduced in 523.5 Sample Exhibit 1.	Agree w/Policy NO Exhibit	
	Infection control/Bodily fluids/Blodborne pathogens	523.5 and 523.5R	Either delete or review and update with health care professionals.	The PRG addresses this topic generally in the Emergency Nursing Services (policy 453.1 (that policy assigns responsibility to the school nurse to be the resource person for the district's bloodborne pathogen/exposure plan). If you wish to maintain this policy and rule, it should be reviewed by health care professionals.	Repeal	

524	Staff Ethics	524	Maintain current policy	The PRG has a very general policy covering both conflict of interest and staff ethics. Your local policy goes into greater detail and is legally acceptable.	agree	
522.4	Conflicts of Interest	524.1	Replace with PRG 522.4 sample policy 1 and recode	The PRG sample addresses legal conflicts of interest in general. The policy does not attempt to repeat statutory requirements as those may change from time to time, necessitating policy updates. Your current policy includes some requirements that go beyond legal conflicts of interest and you may include that in your policy if you wish.	Re number add Old language to bottom of PRG	
525	Staff Participation in Community Affairs	525	Keep current policy	The PRG does not offer a sample for this topic. Your policy is acceptable as written.	agree	
526	Personnel Records	526	Replace with PRG 526 sample policy 1		agree	
528	Staff-Student Relations	528	Replace with PRG 528 sample policy 1		agree	

535.4	Telework	529	Replace with PRG 535.4 sample policy 1 and sample rule 1	<p>You may choose to incorporate some of the procedures in your current policy in the rule - I noted several places in the rule where you might do that.</p> <p>I looked in the teacher handbook I have for your district for language relating to telework but did not find any. You should review any employee handbooks you have for telework language and align that language with the sample policies.</p>	agree with edits Mileage language	
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Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Committee Recommendation:
447.3	Student Suspension	447.3	Replace with PRG 447.3 sample Policy 1	The PRG combines the suspension and expulsion policy in one policy, but your district uses independent hearing officers to conduct expulsions. Your current 447.4 is acceptable, so I took a PRG sample and deleted the expulsion language to create your draft.	Adopt as WASB suggested. Combine 447.31 with this one RG looking into attendance of school event following an in school suspension.
460	Student Scholarships	460	Replace policy with PRG 460 sample policy 1	I added relevant language from current policy to the PRG sample.	agree
461	Wisconsin Academic Excellence Scholarship	461	Replace policy with PRG 461 sample rule 1	I added relevant language from current policy to the PRG sample.	agree
462	Wisconsin Technical Excellence Scholarship	462	Replace policy with PRG 462 sample rule 3	Note that I cannot tell from your current policy if you have adopted the HEAB point based ranking system or an alternative system. Sample rule 3 assumes the HEAB point based ranking system. If you have adopted an alternative system, sample rules 1 or 2 may be a better choice.	agree

STUDENT SUSPENSIONS AND EXPULSIONS

Policy 447.3

Waukeek Community School District

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(This sample policy authorizes school administrators to suspend a student from school and recommend student expulsion consistent with state law provisions. The sample also allows for students to be offered the opportunity to participate in alternative support or intervention activities related to the misconduct as an alternative to suspension or expulsion, as well as allows for early reinstatement from an expulsion.)

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Out of School Suspension

The building principal or designee may suspend a student from school for the period of time authorized by law for any of the following reasons:

1. noncompliance with District policies or school rules;
2. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others; or
4. conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority, or of any District employee or School Board member.

In addition, a student shall be suspended from school when required by law (e.g., possessing a firearm in violation of state law and Board policy).

All student suspensions from school must be reasonably justified and shall be administered in accordance with state law requirements.

Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to suspension, or as an alternative consequence to serving a full suspension period, at the discretion of the building principal.

- Prior to any suspension, the student shall be advised of the reason for the proposed suspension.
- The student shall be provided opportunity to present his/her version of the conduct prior to a determination of the proposed suspension.
- The student may be suspended if the principal or designee determines that the pupil is guilty of noncompliance with rules or of the conduct charged and that the suspension is reasonably justified.
- The parent or guardian of a suspended minor student shall be given notice of the suspension and the reason for suspension.
- The suspended student or his/her parent or guardian may, within 5 days following notification of the suspension, have a conference with a school administrator other than the principal who ordered the suspension. IF the administrator finds that the pupil was suspended unfairly, that the suspension was inappropriate, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's records shall be expunged. Such findings must be made within 15 days of the conference.
- A suspended student shall not be denied the opportunity to take any examinations missed during the

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STUDENT SUSPENSIONS AND EXPULSIONS

Waukeek Community School District

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suspension period.

Except as otherwise provided by law or policy, a student may be suspended for up to 15 days pending an expulsion hearing.

±

Expulsion

Students may be recommended to the School Board for expulsion from school if they have engaged in any of the following type of conduct:

1. ~~repeated refusal or neglect to obey District policies or school rules;~~
2. ~~knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;~~
3. ~~conduct while at school or under the supervision of a school authority which endangered the property, health or safety of others;~~
4. ~~conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of the school authority, or of any District employee or Board member; or~~
5. ~~the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under any of the other reasons for expulsion outlined above. This last reason for expulsion only applies to students 16 years of age or older.~~

~~The Board may expel a student from school whenever it finds that the student engaged in any of the above conduct and is satisfied that the interest of the school demands the student's expulsion. Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to expulsion.~~

~~A student shall be expelled from school for engaging in conduct outlined in state law which requires the student's expulsion from school (e.g., possessing a firearm in violation of state law and Board policy).~~

~~All student expulsions, including those involving students with disabilities, shall follow all statutory procedures and requirements.~~

~~The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement~~

± The highlighted language is from your current suspension policy. You are not required to include it in the policy; but it provides an accurate description of student and parent rights and notifications during an suspension and I imagined you might want it included in the policy.

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STUDENT SUSPENSIONS AND EXPULSIONS

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condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

In-School Suspension

- Students will be assigned to in-school suspension by school administrators.
- The administration will inform pertinent staff members of the names of those students assigned to in-school suspension.
- The administration will notify the parents/guardians in writing* that a student has been assigned to in-school suspension, giving the reason for such assignment. A conference may be held prior to the students' re-admittance to regular classes.
- Credit may be given for all assigned class work completed during the period of suspension. The student may also make up any test or quiz given during this suspension. Evaluation of the class work and test/quiz shall be done by the classroom teacher.
- The principal or designee shall may arrange appointments with a school counselor, social worker, psychologist, or other appropriate person for all students who are suspended.
- The administration will request a conference with the parents/guardians of those students suspended.
- Students may not attend or participate in extracurricular activities while under in-school suspension, at the discretion of the building administration.
- In-school suspensions shall last no more than five (5) days for a single disciplinary action.

Suspension from bus riding privileges are also processed under this policy.

The District shall not unlawfully discriminate in disciplinary actions, including suspensions and expulsions, on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

Legal References:

Wisconsin Statutes

- [Section 118.127](#) [use of law enforcement records as sole basis for suspending or expelling students from school prohibited]
- [Section 118.16\(4\)\(b\)](#) [conditions for making up examinations and coursework missed during suspensions as per student attendance policy]
- [Section 120.13\(1\)](#) [board power to suspend or expel students from school]

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STUDENT SUSPENSIONS AND EXPULSIONS

Policy 447.3

Waukeek Community School District

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Federal Laws

[20 U.S.C. Chapter 33](#) [Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; includes requirements related to change of placements and providing continued educational services during period of expulsion; IDEA regulations at [34 C.F.R. Part 300](#)]

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Cross References:

WASB PRG 447.3 Sample Policy 1

[411-Rule \(1\), Student Discrimination/Harassment Complaint Procedures²](#)

[447.1 Staff Use of Physical Force, Physical Restraint and Seclusion](#)

[447.11 Use of Seclusion and Restraint](#)

[447.2 Student Detention](#)

[447.31 In-school Suspensions](#)

[447.4 Student Expulsion and Early Reinstatement of Expelled Students](#)

[447.5 Student Discipline, Suspension, and Expulsion - Students with Disabilities](#)

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Adoption Date: [December 1982](#)

Revised: [September 1987](#)

[March 1994](#)

[September 1999](#)

[December 1995](#)

[January 2000](#)

[March 2002](#)

[January 2024](#)

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²[I have not done the 411 student discrimination policies yet, this cross reference may require further editing.](#)

STUDENT AWARDS AND SCHOLARSHIPS

Waunakee Community School District

Policy 460

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~~(This sample policy addresses the regulatory requirement that the District have a policy addressing nondiscrimination in the administration of scholarships and awards. The policy assumes that the District will establish criteria and procedures for administering the state's scholarship programs in a separate policy or rule.)~~

Students in the District shall be informed annually of available scholarships and awards. Literature concerning available scholarships and awards shall be available through the guidance ~~Student Services~~ office and/or posted in the appropriate school building.

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The District will select nominees and alternates for the Wisconsin Academic Excellence Higher Education Scholarship and the Wisconsin Technical Excellence Higher Education Scholarship in accordance with established procedures for those awards.

~~In order for a student to be eligible for scholarships sponsored through or by the district, he/she shall have been a student in the Waunakee Community High School for the last four (4) full semesters before graduating from Waunakee Community High School. This includes the Wisconsin Academic Excellence Higher Education Scholarship. (See policy 460.1)~~

~~Students attending Waunakee Community High School full time under Wisconsin's Open Enrollment Law shall be eligible for scholarships on the same basis as resident students.~~

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The District shall not unlawfully discriminate in the acceptance or administration of awards, scholarships, or other aids, benefits, or services to students — including those from private agencies, organizations, or persons — on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures. Accordingly, any scholarship or award granted by, administered by, or advertised/promoted by the District shall be in compliance with the above-stated policy of nondiscrimination.

Legal References:

Wisconsin Statutes

[Section 39.41](#) [Wisconsin academic excellence higher education scholarship]
[Section 39.415](#) [technical education higher education scholarship]
[Section 118.13](#) [student nondiscrimination]

Wisconsin Administrative Code

[PI 9.03\(1\)\(d\)](#) [policy requirement to address nondiscrimination in relationship to scholarships, awards and other benefits for students]
[HEA 9](#) [Wisconsin academic excellence scholarship rules]

Federal Law

[Title IX of the Education Amendments of 1972](#), [Section 504 of the Rehabilitation Act of 1973](#), and related civil rights laws

STUDENT AWARDS AND SCHOLARSHIPS

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Cross References:

{Insert appropriate cross references to the policy as applicable to your district.} WASB PRG 460

Sample Policy 1

411-Rule (1), Student Discrimination Complaint Procedures

345.4-Rule, Promotion/Retention of Students (outlines attainment of senior status)

345.1, Grading Systems

345.1-Rule, Specific Grading Systems (GPA Computation)

460.1, Wisconsin Academic Excellence Higher Education Scholarship

Adoption Date: 10/9/89

Revised: March 1994
September 1994
9/8/97
4/13/98
March 2002

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PROCEDURES FOR AWARDING THE WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

461-RULE

Wauaukee Community School District

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(This sample rule assumes that the district has a single high school from which the Wisconsin Academic Excellence Scholarship is awarded. The sample assumes that the high school runs on a semester-based schedule.)

The two senior(s) with the highest grade point average (GPA) based on seven semesters of the student's high school experience shall be selected as Wauaukee Community High School's nominee(s) to receive the Wisconsin Academic Excellence High Education Scholarship. Ties will be broken and alternates will be designated as further provided by law and in these procedures. A student who receives the Academic Excellence Scholarship is not eligible to receive a Wisconsin Technical Excellence Higher Education Scholarship, and vice versa.

Scholarship recipients and alternates shall be selected annually based on the students' GPA as it is normally determined by the High School and as shown, to the same number of decimal places, on the student's official transcript as of the last day of the fall semester prior to the spring semester in which the scholarship is awarded. ***(Editor's Note: Ensure that your district's high school grading policy includes all of the provisions necessary to comply with HEA 9.05(2) of the Wisconsin Administrative Code.)***

The following are additional minimum eligibility requirements that the District has established for the Academic Excellence Scholarship:

1. The recipient must be a resident of Wisconsin and the United States who is either a citizen or an alien lawfully admitted for permanent resident by the INS.
2. The recipient must be enrolled in the Wauaukee Community High School for the last four (4) continuous full semesters prior to graduating from Wauaukee Community High School. The seventh semester for computing GPA could be the third semester of continuous enrollment for the recipient.

(Include any of the following that apply, or adapt as necessary keeping in mind the requirements of HEA 9.05(1) of the Wisconsin Administrative Code and the district's local practices in regard to graduation and early graduation:

1. A student has senior status for purposes of competing for the scholarship if (1) the student is in his/her fourth year of high school or an equivalent-level program; and (2) by no later than the end of the spring semester in which the scholarship is awarded, the student must have completed or be expected to complete all of the District's high school graduation requirements. A student cannot compete for the scholarship in more than one school year.

2. The student must be enrolled in the District's high school as a full-time student or participating in a District-approved foreign exchange program during the spring semester of his/her senior year, or he/she must have graduated from the High School early at the conclusion of the fall semester prior to the semester in which the scholarship is awarded. (Editor's Note: This provision assumes that the district permits early graduation at the conclusion of the fall semester of a student's 4th year of high school and that the district is willing to award the scholarship to such an early graduate.)

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PROCEDURES FOR AWARDING THE WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

461-RULE

Wauaukee Community School District

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~~3. The student must have been enrolled full-time in the District's high school for at least [insert number] complete semesters prior to the start of the spring semester in which the scholarship is awarded.~~

~~4. While enrolled in the District's high school, the student must have earned a minimum of [insert number] graded credits that are included in the student's calculated grade point average.~~

~~5. [Insert any other local eligibility requirements here or delete this line.]~~

If a senior selected for the scholarship declines the scholarship or is determined to be ineligible for the scholarship for any lawful reason, the District's scholarship recipient shall be selected from the list of alternate designees with the next highest GPAs, in rank order. Per state law, no alternate may have less than a 3.800 GPA, or its equivalent.

In the case of a tie for the senior with the highest grade point average (GPA) and/or in the case of a tie in determining the rank order of alternate designees, the ~~[identify the appropriate staff position — High School Principal or an administrative-level designee within the high school]~~, in consultation with other licensed high school staff as needed, shall determine the scholarship nominee and certify, in rank order, the District's alternates. The following procedure, approved by the high school faculty on [insert date], will be implemented to break ties:

- ~~1. The student with the most A.P. classes successfully completed will be designated as the recipient or alternate.~~
- ~~2. Should students be tied for any position on the list of recipients and alternates based on GPA and the most A.P. classes successfully completed, the student with the most A.P. classes and the highest cumulative score on the ACT shall be designated as the recipient or alternate.~~
- ~~3. Should any recipients or alternates be tied after the first two steps, the High School Scholarship Committee shall select the recipient or alternate based on the number of school leadership positions held by the student. School leadership positions shall be defined as an officer position in an established, District approved activity, including athletic captains, co-curricular officers, club and activity officers, and student government officers. The decision of this committee in interpreting this provision shall be final.~~
- ~~4. In the event any remaining tie has not been broken after the first three steps, the scholarship shall be awarded to the student who has attended Wauaukee Community High School for the longest period of time.~~
- ~~5. The Scholarship Committee shall determine, in its discretion, how to rank candidates who remain tied after the above steps are followed. The Committee shall then rank order all recipients and alternates and scholarships shall be offered accordingly.~~
- ~~6. Should one or both recipients decide to decline the scholarship, he/she and his/her parents must sign a release for an alternate to receive the scholarship.~~

Other Information

- ~~1. No scholarship shall be reallocated after February 15th.~~

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PROCEDURES FOR AWARDING THE WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

Waukeek Community School District

461-RULE

Page 3 of 4

2. The school recipients and alternates are final.
3. The recipient and alternates' GPA's shall include the same number of places past the decimal that the high school normally uses on the official high school transcript.
4. Students participating in the full time public school open enrollment program shall compete for the scholarship at the high school they actually attend.

Insert the district's tiebreaking criteria in the order in which they are applied, or otherwise describe the district's tiebreaking procedure. The following are some examples of possible tiebreaking criteria, but there are others that could be used as well:

1. First tiebreaker: The students' highest available American College Test (ACT test) composite score, if an ACT score is available for all of the students who are tied. The score must be received by the District by [insert date: January 31st].
2. Second tiebreaker: If a tie remains, the student who has taken the greatest total number of high school honors courses, advanced placement courses, International Baccalaureate courses, and post-secondary courses for high school credit.
3. Third tiebreaker: If a tie remains, the student with the highest GPA in the core academic subject areas of mathematics, science, English/composition, and social studies, using the highest grades the student has earned in each such subject for up to the minimum number of credits in each such subject that is required for high school graduation. For example, if the student has earned four credits in social studies courses, but only three social studies credits are required for high school graduation, the student's lowest grade within that subject area will not be used in the tie-breaking calculation.
4. Fourth tiebreaker: If a tie remains, the student with the most high school credits earned by the end of the semester prior to the semester in which the scholarship is awarded.]

Legal Ref.: Sections 39.41 Wisconsin Statutes

118.13
118.51(13)
HEA9
PI 9.03(1) Wisconsin Administrative Code

Cross Ref.: 411-Rule 1, Student Discrimination/Harassment Complaint Procedures

345.1, Grading Systems
345.1-Rule, Specific Grading Systems (GPA Computation)
345.4-Rule, Promotion/Retention (Senior status)
460, Student Scholarships

option Date:

4/13/98

Revised: 1/11/99

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**PROCEDURES FOR AWARDING THE
WISCONSIN ACADEMIC
EXCELLENCE SCHOLARSHIP**

Wauaukee Community School District

461-RULE

Page **4** of **4**

~~Adoption Date:~~

PROCEDURES FOR AWARDING THE WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

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Waukeek Community School District

Page 1 of 6

(This sample rule generally assumes that the school district operates a single high school with more than 80 students from which one or more Wisconsin Technical Excellence Scholarships (TES) may be awarded. The sample assumes that the high school runs on a semester-based schedule. This sample also (1) requires high school seniors to declare their interest in being considered for the scholarship; and (2) adopts the point-based ranking system created by the Wisconsin Higher Educational Aids Board. If the district intends to use this rule for awarding this scholarship only in one specific school year, or only in a specific range of school years, that limitation should be added into the language of the rule and/or be expressly stated in the board's motion adopting this rule.)

The number of seniors permitted by state law with a demonstrated exemplary level of proficiency in technical education subjects, as determined under these procedures, will be selected as the high school's designee(s) to receive the Wisconsin Technical Excellence Scholarship. Any ties will be broken and alternates will be designated as further provided by law and in these procedures. A student who receives a Technical Excellence Scholarship is not eligible to receive a Wisconsin Academic Excellence Higher Education Scholarship, and vice versa.¹

The District's designation of its scholar(s) and alternates is not a final determination that the student has met, or will meet, all applicable requirements for receipt of the scholarship funds. If a senior selected for the scholarship declines the scholarship or is determined to be ineligible for the scholarship for any lawful reason, the Wisconsin Higher Educational Aids Board (HEAB) may award the District's scholarship to a designated alternate recipient.

DESIGNATING SCHOLARS AND ALTERNATES

The District shall identify its Technical Excellence Scholarship designee(s) and alternate(s) using the following procedures:

- ~~1. Any high school senior who is eligible to compete for the scholarship shall declare his/her interest in being considered as a candidate by submitting, on a timely basis, a form or other means of notice as directed by the administration. An eligible candidate must exhibit interest in and planning for a technical career as evidenced by having an academic and career plan leading to a technical career.~~
2. Members of the District's high school staff shall verify that each student who has submitted a timely declaration of interest meets the minimum eligibility requirements that are to be verified at the school level, including all such requirements established under these procedures or by the HEAB or the scholarship program's authorizing statute.
3. For purposes of ranking the qualified scholarship candidates and designating scholars and alternates, the District adopts the points-based ranking system established by the HEAB, under which students' grade-point average in their Career and Technical Education (CTE)

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¹ I chose sample rule 3 because I think the district adopted the point based ranking system adopted by the HEAB. If this is not the case (the district adopted an alternative ranking system that was approved by HEAB, sample rules 1 or 2 might be more appropriate.

PROCEDURES FOR AWARDING THE WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

462-RULE

Waukeek Community School District

Page 2 of 6

courses serves as the initial tie-breaker if two or more relevant students have acquired the identical number of points.²

- The high school will designate and rank ~~[insert a number that is one or higher.]~~ alternate(s) for each designated scholar.

The ~~[insert applicable position High School Principal, High School Principal or an administrative-level designee within the high school Director of Secondary Curriculum and Instruction.]~~ in consultation with other licensed high school staff as needed, shall be responsible for reviewing the relevant records and ranking and ordering the designated scholars and alternates, including applying tie-breaking procedures to the extent necessary.

The ~~[insert applicable position – e.g., High School Principal]~~ shall be responsible for ensuring that the District timely designates and notifies the HEAB of the District's scholars and alternates.

DISTRICT REQUIREMENTS DETERMINING WHEN A STUDENT MAY COMPETE FOR THE SCHOLARSHIP

~~*{Editor's Note: The following local requirements (establishing how long a student must have attended school in a given high school/district, defining senior status, and defining when a student can compete for the scholarship) mirror requirements that already exist for the Academic Excellence Scholarship (AES). Accordingly, school districts are strongly encouraged to consider their existing, parallel standards for the AES when establishing these requirements for the Technical Excellence Scholarship.}*~~

~~*In fact, if a district's written procedures for the AES already clearly cover these points and if the district intends to use the identical standards for the TES, this entire section of this sample rule could be replaced with the following sentence: "As far as: (1) determining when a student acquires senior status and the year in which he/she may otherwise compete for the Technical Excellence Scholarship, and (2) defining the length of time the student must have attended high school in the District in order to compete for the Technical Excellence Scholarship, the District will use the same standards that apply to the process for designating scholars and alternates for the Academic Excellence Scholarship."*~~

In order for a student to be a qualified local candidate for the Technical Excellence Scholarship, a student must meet all of the following District-established requirements:³

- To compete for the scholarship, the student must meet ~~[choose: "all of" or "either of"]~~ all of the following minimum in-District school enrollment requirement(s):

~~*{Editor's Note: A school district could select and apply one or both of the following sample requirements, or it could replace the requirements below with other local requirements.}*~~

- ~~[The student must have been enrolled full time in the District's high school (or in a District-sponsored alternative high school program) for at least [insert applicable number]~~

² This language may not be appropriate if the district adopted an alternative ranking system, see FN 1.

³ I substituted requirements from the district's current policy here.

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PROCEDURES FOR AWARDING THE WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

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Waukeek Community School District

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~~complete semesters prior to the start of the spring semester in which the District designates its scholars and alternates;~~

- ~~b. While enrolled in the District as a full-time high school student, the student must have earned a minimum of [insert applicable number] credits. Such credits must be completed and earned as of the date the District designates its scholar(s) and alternate(s).]~~

- 2. No student may compete for the scholarship in more than one school year. A student has senior status for purposes of competing for the Technical Excellence Scholarship and may compete for the scholarship in a school year in which, ~~fall~~ of the following are true:

~~[Editor's Note: A school district could select and apply up to all of the following, or it could replace the requirements below with other local requirements.]~~

- ~~a. [By no later than [insert applicable date – e.g., February 1] of the school year in which the student wishes to compete for the scholarship, the student must have completed at least [insert applicable number] credits toward the District's minimum high school graduation credit requirements.~~

- ~~b. The student is in at least his/her [insert as applicable – 3rd or 4th year] of high school or an equivalent level program. [Editor's Note: Depending on the district's approach to early graduation, this provision may or may not be a useful indicator of senior status.]~~

- ~~e. [Choose one: "By no later than the end of the spring semester" or "Prior to the start of the next fall school term that follows the spring semester"] in which the high school designates its scholars and alternates, the student must have completed or be expected to complete all of the District's high school graduation requirements and be expected to graduate with his/her high school diploma.~~

- ~~d. The student must be enrolled in the District's high school as a full-time student or participating in a District-approved alternative education program or foreign exchange program during the spring semester of the school year in which the student competes for the scholarship or he/she must have been awarded his/her high school diploma by the District earlier in that same school year.]~~

- ~~a. [As an additional limitation for determining when a student may compete for the scholarship, a student who is in his/her 4th year of high school (or an equivalent level program), and who, as of the beginning of the school term could reasonably schedule sufficient courses during the term to receive his/her diploma at the end of the term must compete for the scholarship in his/her 4th year of high school unless the [insert applicable position – e.g., District Administrator] concludes that there is good cause outside of the reasonable control of the student to waive this requirement.] [Editor's Note: The intent of this optional requirement is to avoid situations where a student attempts to avoid graduating from high school in four years as a means of competing for the scholarship in what the student may perceive to be a more favorable year.] The recipient must~~

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PROCEDURES FOR AWARDING THE WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

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Wauwaukee Community School District

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be a resident of Wisconsin and the United States who is either a citizen or an alien lawfully admitted for permanent resident by the INS.

b. The recipient must be enrolled in the Wauwaukee Community High School for the last four (4) continuous full semesters prior to graduating from Wauwaukee Community High School. The seventh semester for computing GPA could be the third semester of continuous enrollment for the recipient.

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2. An eligible candidate must meet at least one of the following eligibility items.

a. Be a CTE (Career and Technical Education) Concentrator, defined as completing at least three (3) high school CTE courses in program area(s) in the student's chosen pathway. The candidate can be enrolled in their third course at the time of their nomination.

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b. Participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development.

c. Participated in a Technical High School Diploma program as certified by the Wisconsin Department of Public Instruction.

d. Participated in a Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction.

e. Participated in a Skills Standards Program offered by the Wisconsin Department of Public Instruction.

f. Completed or be on trace to complete an industry-recognized certification program approved under Wis. Stats. 115.367 (2).

g. Participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, or SkillsUSA.

3-h. Completed a technical training program for high school students if the program is offered by a UW System school, a Wisconsin Technical College System school, a tribal college in Wisconsin, or a private nonprofit college or university located in Wisconsin.

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AWARDING POINTS FOR CTE COURSES AND CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO) PARTICIPATION

Candidates will be ranked based on the following point system reflective of course work and technical education experience.

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1. One point is given to a student for each credit earned in high school in CTE courses.

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2. One point is given to a student for each year of activity in a Career and Technical Student Organization in Wisconsin (For activity in multiple CTOS, one point is to be given

PROCEDURES FOR AWARDING THE WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

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Waunakee Community School District

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- for each year of participation in each of the six CTSOs.) Districts are to determine the points awarded.
3. For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination should be counted toward the number of credits the student has earned.
 4. If students are tied on points, students with equal points will be ranked on their GPA in CTE courses. This will be the first tie-breaker.
 5. Should students be tied after the first tie-breaker, the student with the highest composite score on the ACT shall be designated as the recipient or alternate. This will be the second tie-breaker.
 6. Should any recipients or alternates be tied after the first two tie-breakers, the High School Scholarship Committee shall select the recipients or alternate based on the number of school leadership positions held by the student. School leadership positions shall be defined as an officer position in an established, District approved activity, including athletic captains, co-curricular officers, club and activity officers, and student government officers. The decision of this committee in interpreting this provision shall be final.
 7. In the event any remaining tie has not been broken after the first three tie-breakers, the scholarship shall be awarded to the student who has attended Waunakee Community High School for the longest period of time.

Insert any local procedures that will help the district to consistently and fairly determine the number of points that each student has earned under the HEAB's points-based ranking system. For example, a district could establish a minimum participation standard in connection with the CTSO-related points and/or establish any CTSO participation verification requirements. An example of such information is listed below:

Points associated with CTE courses will be awarded based upon a standard of each 0.5 high school credit earned toward high school graduation earning 0.5 of a point. CTE courses that are in progress during the grading period in which the district designates its scholars and alternates shall be counted in the point total based on the high school credit expected to be earned. The District will use the definition of CTE courses identified by the HEAB.

For points earned for participation during high school in a Career and Technical Student Organization (CTSO) that is offered in the District, the burden is on the student to demonstrate for each participation point claimed that he/she actively and regularly participated in a qualifying CTSO for substantially all of the school year in question. "Substantially all of the school year" means at least ¾ of the full school term in grades 9, 10 and 11, and beginning prior to November and continuing through February in grade 12.

HIGH SCHOOL GRADING POLICY

PROCEDURES FOR AWARDING THE WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP

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Waukeek Community School District

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The District has a written high school grading system that shall be applied to the process of designating scholars and alternates for a Technical Excellence Scholarship. To the extent it is necessary to calculate a student's overall grade-point average, or a student's Career and Technical Education grade-point average, the high school grading system shall be applied, so far as practical, in the same manner as it is applied to calculate the student's cumulative grade-point average as reported on the student's high school transcript (including to the same number of decimal places).

TIE-BREAKING PROCEDURES

~~If, following a comparison of tied students' grade-point averages in CTE courses, the insert applicable position — High School Principal or an administrative-level designee within the high school, in consultation with other licensed high school staff as needed, determines that two or more relevant students remained tied, the following additional tie-breaking procedures, which were developed and approved by representatives of the high school faculty on insert applicable date, shall be applied (in the order listed as may be necessary):~~

~~Insert the district's additional tie-breaking criteria in the order in which they are applied, or otherwise describe the district's tie-breaking procedure. The following are some examples of possible tie-breaking criteria, but others could be used:~~

- ~~• Second tie-breaker: The total number of (1) technical college credits earned while the student has been in high school; and (2) technical college credits that are in progress during the current semester.~~
- ~~• Third tie-breaker: The students' cumulative high school grade-point average.~~
- ~~• Fourth tie-breaker: Each student's highest American College Test (ACT test) score, if an ACT score is available for all of the students who remain tied.~~
- ~~• Fifth tie-breaker: The student with the most high school credits earned by the end of the semester prior to the semester in which the scholarship is awarded.~~

Adoption Date:

PERSONNEL POLICIES GOALS

Through its personnel policies, the Board of Education desires to establish conditions that will attract and hold the highest qualified personnel who will devote themselves to the education and welfare of the children of the Waunakee Community School District. The superintendent shall establish administrative procedures and regulations to carry this out.

The goals of the District's personnel program shall include the following:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection which will result in employing the best available candidates, I.e., those with highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the District's learning program.
2. To develop a climate in which optimum staff performance, morale, and satisfaction are produced.
3. To provide positive programs of staff development designed to contribute both to improvement of the learning program and to each staff member's career development aspiration.
4. To provide for a genuine team approach to education, including staff involvement in planning, decision-making, and implementation.
5. To provide compensation and benefits as well as other provisions for staff welfare.
6. To develop and utilize for personnel evaluation positive processes which contribute to the improvement of both staff capabilities and the learning program.

Adopted: 11/8/82

Revised: March 1994
April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

STAFF INVOLVEMENT IN DECISION-MAKING

521

The Board shall encourage participation in decision-making for the District. The superintendent is authorized to establish such committees as necessary to recommend policies and rules for the proper functioning of the District.

In the development of rules, regulations, and arrangements for the operation of the school system, the superintendent shall include at the planning stage whenever feasible those employees who will be affected by such provisions.

Adopted: 5/10/82

Revised: 4/22/91
March 1994
April 2002

Waunakee Community School District

BOARD-STAFF COMMUNICATIONS Policy 521.1

Waukegan Community School District Page 1 of 2

(This sample policy sets forth expectations regarding official communications between the school board and the staff. In this sample, the basic line of communication is through the district administrator. This policy also addresses communications and interactions between individual staff members and individual board members.)

The School Board wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the District Administrator.

- Staff Communications to the Board: All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members will be submitted through the District Administrator. This necessary procedure will not be construed as denying an employee the opportunity to appeal administrative decisions to the Board where a District procedure includes an appeal level that involves the Board.

Complaints or appeals regarding ~~the interpretation, application or violation of provisions of the Teacher Handbook or Support Staff Handbook~~employee discipline, termination of employment or workplace safety may be made in accordance with the grievance procedure stated in the handbook. ~~(Editor's Note: If the grievance procedure included in your district's employee handbook(s) is to be used only for employee grievances related to discipline, termination or workplace safety, then you should revise the last sentence of this paragraph accordingly.)~~ Appeals regarding other administrative decisions may be made through the established lines of authority/communication as shown on the District Organizational Chart, which is referenced in the Teacher and Support Staff Handbooks. All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem or concern arises. An employee may appeal any decision made by the administrator to the District Administrator.

The HR Director or his/her designee. If the District Administrator determines that the matter merits consideration by the Board, the decision may be appealed to the Board through the District Administrator. Responsibility should flow simply and clearly from staff through principals and the District Administrator to the Board.

- Board Communications to Staff: All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the District Administrator, and the District Administrator will employ all such media as are appropriate to keep staff fully informed of the Board's desires, concerns and actions.

- Communications and Interactions between Individual Staff Members and Individual Board Members: Except where expressly authorized by Board action or by the District Administrator, or necessitated by the legal duties related to positions held by Board officers, individual employees are not expected to engage in work-related tasks directly with, or at the direction of, individual Board members. For this reason, if an individual Board member contacts an employee in connection with the employee's assigned duties and responsibilities, the employee is expected to involve his/her immediate supervisor and the District Administrator in establishing an appropriate response to the Board member's inquiry. In the event an individual employee, notwithstanding expectations concerning the use of established lines of authority, communicates with an individual Board member pursuant to the duties and responsibilities of the employee's position, the individual Board member should contact and work with the District Administrator in resolving and responding to the issue or concern. Each individual employee retains ultimate responsibility for ensuring that all

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BOARD-STAFF COMMUNICATIONS Policy 521.1

Waukegan Community School District Page 2 of 2

communications pursuant to his/her assigned duties to the Board and/or to any individual Board member are authorized and follow appropriate procedures.

- Visits to Schools by Board Members: Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Board members shall have access to their own children's classrooms under the same guidelines as any other parent.¹

The Board and school administrators understand that Board members and District employees share a keen interest in the schools and in education generally. Therefore, it is to be expected that individual Board members and individual employees will meet in the community and through social events and functions and informally discuss such matters as educational trends, issues, and innovations. On such occasions, the Board's expectation is that employees and Board members will use sound judgment in ensuring that they are not purposefully undermining the established lines of authority in the District or violating the other expectations established in this policy.

Cross References: Teacher and Support Staff Handbooks
District Organizational Chart
WASB PRG 521.1 Sample Policy 2

Adoption Date: 5/10/82

Revised: March 1994

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¹ This paragraph is from your current policy.

ALCOHOL AND DRUG-FREE WORKPLACE

Waukeek Community School District

Policy 522.1

Page 1 of 4

~~(This sample policy provides for an alcohol-free and drug-free workplace, includes prohibitions related to both alcohol and controlled substances, outlines consequences for policy violations, and addresses staff awareness initiatives and supervisor training. This sample policy addresses some of the requirements of the federal Drug-Free Workplace Act as applicable to direct federal grantees and contractors, but it does not include provisions that directly address the state and federal requirements that apply to drivers who hold a commercial driver's license and who drive (or who the district may permit or assign to drive) a school bus or other qualifying commercial motor vehicle. A district that employs any such drivers and that is required to implement a federally-mandated driver testing program should refer to 522.1 Sample Policy 2 and the resources found in PRG topic 523.11 for policy provisions that address those role-specific requirements.)~~

The School Board believes that an alcohol-free and drug-free workplace promotes safety, health, and productivity. In addition, District employees who misuse alcohol or drugs can undermine the Board's learning objectives for students, erode the public's confidence in the District's programs and operations, and present a danger to themselves, students, coworkers, and other persons. ~~[Editor's Note: This paragraph is optional.]~~

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District employees are prohibited from engaging in the following conduct on District-premises, in any vehicle being used for District business, or, regardless of location, at any District-authorized activity, event, or function at a time when the employee is acting in the scope of his/her employment, responsible for District students, or otherwise acting as an agent of the District:

~~[Identify the specific conduct that your district prohibits and believes that it can reasonably monitor and enforce on a fair and consistent basis. Examples of specific conduct that different districts prohibit are listed below. Modify the list to reflect local intent/goals.]~~

- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. ~~[Editor's Note: This provision reflects a specific requirement of the federal Drug-Free Workplace Act.]~~
- Attempting or intending to unlawfully sell or otherwise distribute alcohol or controlled substances.
- Being under the influence of a controlled substance, except that an employee may possess, and work while he/she is taking, over-the-counter medication(s) and his/her own prescription medication(s) provided that (1) the employee follows the relevant instructions for and does not misuse the medication(s), and (2) the use of the medication(s) does not prevent the safe and acceptable performance of the employee's job duties.
- Possessing, distributing, or consuming intoxicating beverages or, where there is no legitimate and authorized purpose, other forms of alcohol, or being under the influence of alcohol at a blood alcohol concentration of ~~0.02~~ or higher, except:

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¹ Note this paragraph is optional, delete editor's note from final draft.

² Your current policy references being under the influence measuring about 0.0 "using any device or means." I am not familiar with the full implications of this language with regard to the Wisconsin Fair Employment Act prohibition against discrimination based on use or nonuse of lawful products. See Wisconsin Legislature: 111.321

ALCOHOL AND DRUG-FREE WORKPLACE

Policy 522.1

Waukegan Community School District

Page 2 of 4

- An off-duty employee who is present at *insert either: "an" or "a non-District"* event that occurs on District premises may possess and responsibly consume alcohol if the District has authorized the event organizer, in writing, to allow alcohol at the event.
- An employee may possess alcohol in a sealed container in his/her locked personal vehicle (e.g., for purposes of transporting the alcohol for off-duty purposes).

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Editor's Note: State law establishes a stricter prohibited alcohol concentration (i.e., "not above 0.0") for drivers of school buses and other commercial vehicles. This policy assumes that the district contracts out for all such transportation operations. If the district employs or may consider employing a school bus or other CDL driver, consider PRG 522.1 Sample Policy 2 or consider at least expressly listing an additional exception above, stating that employees are further required to adhere to any stricter state or federal standard that applies to specific positions or specific duties.

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Editor's Note: The three remaining items in this list are examples of items that are sometimes not expressly mentioned in a drug-free workplace policy.

- Using or being under the influence of a hazardous inhalant.
- Possessing, selling, or distributing, or attempting to sell or distribute, look-alike controlled substances (substances that are represented as an illegal drug regardless of the true nature of the substance) or any unlawful synthetic drugs that are not expressly classified as a controlled substance but that purportedly produce similar subjective effects to illegal drugs.
- Possessing, using, or distributing drug paraphernalia.

Employees are notified by this policy that where an employee's off-duty conduct relating to alcohol or controlled substances has a legally-sufficient connection to the individual's employment, the off-duty conduct can serve as the basis for employment-related discipline or other employment-related consequences.

Certain employees may be subject to further requirements and restrictions related to alcohol and controlled substances based on their positions or job duties. For example, an employee who is engaged in the performance of a federal contract or qualifying federal grant must notify the District Administrator of any criminal drug statute conviction for a violation that occurred in the workplace. This notification shall be made within five (5) days of the conviction. The District Administrator or his/her designee must notify the appropriate federal agency and take other appropriate action.

Adherence to the District's alcohol-free and drug-free workplace policy is a condition of employment with the District. Employees who violate the District's policies or rules regarding these substances are subject to consequences, including possible referral for a drug or alcohol evaluation, referral to a counseling or rehabilitation program, *include if*

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and Wisconsin Legislature: 111.35. It is possible, perhaps likely, that a tobacco user off employer premises will have residual nicotine in their system.

See the editor's note regarding the stricter alcohol concentration for CDL drivers.

ALCOHOL AND DRUG-FREE WORKPLACE

Policy 522.1

Waukegan Community School District

Page 3 of 4

the District offers a formal EAP: "referral to any available employee assistance program (EAP)", reassignment, monitoring plans (which, to the extent permitted by law, may include testing), discipline (up to and including immediate termination), and/or referral to appropriate law enforcement officials. A referral for evaluation, counseling, or treatment does not include any District commitment to pay for such services.

This policy, or a reference to and summary of this policy, shall be included in the District's Employee Handbook.

The HR Director~~insert position title~~ is responsible for ensuring that the District provides information to employees to raise awareness regarding (1) the dangers of ~~insert if desired: "alcohol and"~~ drug abuse in the workplace, (2) the District's policy of maintaining an alcohol-free and drug-free workplace, (3) any available counseling, rehabilitation, and (if applicable) employee assistance programs, and (4) the consequences that may be imposed upon employees for alcohol-related or drug-related misconduct. ~~Editor's Note: The federal Drug-Free Workplace Act requires federal contractors and certain federal grant recipients to maintain a drug-free awareness program to inform employees on the matters addressed in this paragraph with respect to drugs. Accordingly, a district that wishes to maintain its eligibility for direct federal grants should plan to implement such an awareness program, even if the district elects not to mention the awareness program in this policy. This paragraph also gives districts the option of committing to providing information on alcohol misuse because of the sample's earlier references to an alcohol-free workplace.~~

Insert this provision if the district intends to commit to providing such training: "The [insert position title] is responsible for ensuring that building principals and other supervisors receive alcohol and drug awareness training and such other information as may be necessary to carry out their policy-enforcement responsibilities."

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Legal References:

Wisconsin Statutes

Section 111.35	[use or nonuse of lawful products; exceptions and special cases]
Section 121.02(1)(i)	[safe and healthful facilities]
Section 125.09	[restrictions on alcohol on school property and at school activities]
Section 346.63	[operating under influence of an intoxicant or other drug]
Section 939.22(15)	[definition of hazardous inhalant]
Chapter 961	[controlled substances laws]

Wisconsin Administrative Code

Trans 300.16	[student transportation; driver requirements]
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Federal Laws and Regulations

41 U.S.C.Ch. 81	[federal drug-free workplace requirements for federal contractors and grantees]
2 C.F.R. Ch. 1, Part 182, Subpart B	[federal regulations implementing the federal Drug-Free Workplace Act]

ALCOHOL AND DRUG-FREE WORKPLACE

Waunakee Community School District

Policy 522.1

Page 4 of 4

[21 C.F.R. Part 1308](#) [federal schedules of controlled substances]

Cross References:

▲ [WASB PRG 522.1 Sample Policy 1](#)

Adoption Date: ~~9/10/90~~

Revised: ~~4/22/91~~
~~March 1994~~
~~April 2002~~
~~March 2018~~
~~May 2020~~

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Staff Conduct

Policy 522

Wauwaukee Community School District

Page 1 of 2

~~(WASB EMPLOYEE HANDBOOK-RELATED POLICY – This sample policy outlines general staff conduct expectations and the consequences for failure to comply with them.)~~

The District expects its employees to do quality work, maintain confidentially, work efficiently, and exhibit a professional, courteous and respectful attitude toward other employees, parents, and students.

The District also expects employees to:

1. Comply with all applicable work rules, job descriptions, terms of the *Employee Handbook* and legal obligations; and
2. Comply with the standards of conduct set out in Board policies, the *Employee Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees.

Violation of any policies, rules, regulations and guidelines may result in disciplinary action, up to and including discharge. Disciplinary actions shall be carried out in accordance with established District procedures.

Some infractions have implications beyond the employment relationship between the District and an individual employee, and the District may inform local, state, and federal officials of such conduct. Included among the behaviors covered by this policy are violations of applicable law, "immoral conduct" that could result in revocation of an individual's licensure through the Wisconsin Department of Public Instruction, and any other actions that the District deems pertinent.

Legal References:

Wisconsin Statutes
[Section 115.31](#) [Staff misconduct reporting; license or permit revocation; reports; investigation]

Cross References:

- WASB PRG 522 Sample Policy 1
- [512, Sexual Harassment](#)
- [522.1, Drug-Free Workplace](#)
- [522.3, Staff Misconduct Reporting](#)
- [524, Staff Ethics](#)
- [524.1, Staff Conflicts of Interest](#)
- [525, Staff Participation in Community Life](#)
- [528, Staff Student Relations](#)

Adoption Date: 11/8/82

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Revised: March 1994

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Staff Conduct

Waunakee Community School District

Policy 522

Page 2 of 2

April 2002

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Policies of the Board of Education

Series 500: Personnel

EMPLOYEE MISCONDUCT REPORTING

522.3

State law requires that employees engaged in specific conduct be reported to the State Superintendent of Public Instruction.

The superintendent shall be responsible to make such a report on all employees. The Board President shall be responsible to make such a report about the superintendent.

The superintendent or Board President (if applicable) shall do the following:

1. Report the name of any school district employee licensed by the State Superintendent if any of the following occurs:
 - a. The employee is charged with a crime against children, a felony with a maximum prison term of at least five years or a crime in which the victim was a child.
 - b. The employee is convicted of a crime described in item (a) or of 4th degree sexual assault.
 - c. The employee is dismissed, or his/her contract is not renewed, by the district based in whole or in part on evidence that the person engaged in immoral conduct. For purposes of this law, "immoral conduct" means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any student.
 - d. The employee resigns and the administrator has a reasonable suspicion that the resignation relates to the person having engaged in immoral conduct. If the administrator requests a licensed employee to resign, and has a reasonable suspicion that the employee engaged in immoral conduct, he/she must inform the employee that the administrator has a duty to report the resignation to the State Superintendent.
2. Report the name of any District employee who is not licensed by the State Superintendent if the employee is convicted of a crime described in item (1)(a) above or of 4th degree sexual assault.
3. Send a copy of any report that is made to the State Superintendent to the employee who is the subject of the report.

4. Make such reports as required above within 15 days after he/she becomes aware of the charge, conviction, dismissal, non-renewal or resignation. Any administrator who in good faith reports or fails to report information under this law is immune from civil liability for such acts or omissions. Anyone who intentionally fails to report as required by state law may be fined not more than \$1,000 or imprisoned for not more than six months or both.

Legal Ref.: Section 115.31 Wisconsin Statutes

Approved: 5/11/92

Revised: March 1994

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

STAFF HEALTH AND SAFETY

523

The Board of Education will provide safe and healthful facilities for all employees and students.

Whenever an employee's health may be detrimental to the health and safety of students or staff or interferes with the discharge of the employee's responsibilities, the Board may consult with state and/or local public health officials concerning the employee's suitability to remain in the school setting.

Legal Ref.: Sections 103.15 Wisconsin State Statutes
 118.25
 111.31
 118.195
 120.13(2)(e)
 121.02(1)(I)
 PI 8.01(2)(I), Wisconsin Statutes

Cross Ref.: 511, Equal Opportunity Employment
 Current Employee Agreements

Adopted: 5/11/87

Revised: March 1994
 April 2002

Employee Assistance Program

Policy 523.3

Sample Policy 1

Page 1 of 1

(WASB EMPLOYEE HANDBOOK-RELATED POLICY – This sample policy provides general direction for an employee assistance program in the district and staff participation in it.)

The District shall provide an employee assistance program (EAP), which is a voluntary work-site program to assist employees affected by behavioral, medical or productivity concerns or problems. The EAP helps in the prevention, identification and resolution of these problems and concerns. Participation in the EAP does not relieve the employee's responsibility to perform the essential functions of his/her position at a reasonable level of competence.

Legal Ref.: Drug-Free Workplace Act of 1988

Cross References:

532-Rule, Employee Assistance Program Guidelines
523.4, Employee Wellness

Adoption Date: 1/15/90

Revised: March 1994

April 2002

Employee Assistance Program

Policy 523.3

Sample Policy 1

Page 1 of 1

(WASB EMPLOYEE HANDBOOK-RELATED POLICY – This sample policy provides general direction for an employee assistance program in the district and staff participation in it.)

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Legal Ref.: Drug-Free Workplace Act of 1988

Cross References:

532-Rule, Employee Assistance Program Guidelines
523.4, Employee Wellness

Adoption Date: 1/15/90

Revised: March 1994

April 2002

**GUIDELINES FOR PROVIDING INFORMATION/TRAINING
TO EMPLOYEES**

523.3-Rule

Information

- A. 1. Within 15 days after a written request for information on toxic substances is received (exclusive of weekends and holidays), the school district must provide to the employee or employee representative in writing the following information regarding any toxic substance with which the employee works or worked or to which the employee is likely to be or has been exposed:
- a. The trade name of the toxic substance.
 - b. The chemical name and any commonly used synonym for toxic substance and the chemical name and any commonly used synonym for its major components.
 - c. The boiling point, vapor pressure, vapor density, solubility in water, specific gravity, percentage volatile by volume, evaporation rate for liquids and appearance and odor of the toxic substance.
 - d. The flash point and flammable limits of the toxic substance.
 - e. Any permissible exposure level, threshold limit value or other established limit value for exposure to the toxic substance.
 - f. The stability of the toxic substance.
 - g. Recommended fire extinguishing media, special fire fighting procedures and any unusual fire and explosion hazard information for the toxic substance.
 - h. Any effect of overexposure to the toxic substance, emergency and first aid procedures and a telephone number to be called in an emergency.
 - I. Any condition or material which is incompatible with the toxic substance and must be avoided.
 - j. Any personal protective equipment to be worn or used and special precautions to be taken when handling or coming into contact with the toxic substance.

- k. Procedures for handling, cleanup and disposal of toxic substances leaked or spilled.

1. Infectious Agents

Within 72 hours after a written request by an employee or employee representative, exclusive of weekends and legal holidays, the school district shall provide in writing to the employee or employee representative the following information regarding any infectious agent which the employee works with or is likely to be exposed to if the infectious agent is present in the work place when the request is made or at any time during the 30 days immediately preceding the request:

- a) The name and any commonly used synonym of the infectious agent.
- b) Any method or route of transmission of the infectious agent.
- c) Any symptom or effect of infection, emergency and first aid procedures and a telephone number to be called in an emergency.
- d) Any personal protective equipment to be worn or used and special precautions to be taken when handling or coming into contact with the infectious agent.
- e) Procedures for handling, cleanup and disposal of infectious agents leaked or spilled.
- f) The district is not required to provide information regarding an infectious agent if the employee or employee representative making the request has requested information about the infectious agent within the preceding 12 months, unless the employee's job assignment has changed or there is new information available concerning any of the subjects about which information is required to be provided.

2. Pesticides

Within 72 hours of a request from an employee or employee representative, exclusive of weekends and legal holidays, the school district shall provide the requesting employee or employee representative with access to the container label or the information required by the federal environmental protection agency or the department of agricultural, trade and consumer protection to be on the container label, for any pesticide with which the employee works or to which the employee is likely to be exposed.

3. There are two exceptions to answering a request for information within the previous specified time period:

1. If the District does not have the required information available when the request is made, the District will be given 30 days (exclusive of weekends and holidays) in which to obtain the information and to answer the request.
2. If the District has requested the required information from the manufacturer or supplier, but has not received and does not already have that information, the school district is not required to provide the information. The District must, however notify the requesting employee or employee representative that the District has requested, has not received and does not otherwise have the information.

The District may obtain information on toxic substances and infectious agents from any manufacturer or supplier of such substances or agents. Manufacturers and suppliers shall provide the information which the District is required to provide employees within 15 days of the request, exclusive of weekends and holidays. Such information may be recorded on a Material Safety Data Sheet approved by the Occupational Safety and Health Administration (OSHA).

The District may request a Material Safety Data Sheet from the supplier when purchasing products containing toxic substances or infectious agents. The request could be included on the purchase order.

An employee who has requested information about a toxic substance, infectious agent or pesticide and has not received the information may refuse to work with or be exposed to the substances, agents or pesticides until such time as the District supplies the information. However, the District has the time periods as specified above to obtain the information or to make a good faith effort to obtain it prior to the employee having a right to refuse to work. Replies to employees in such cases where the information could not be obtained should be in writing to provide evidence that the District did respond to the request.

B. Educational Training

1. For toxic substance - the trade name, generic or chemical name and any commonly used synonym for the toxic substance and the trade name, generic or chemical name and any commonly used synonym for its major components. For infectious agent, its name and any commonly used synonym.
2. The location of the toxic substance or infectious agent.
3. Any symptom of acute or chronic effect of overexposure to the toxic substance or infectious agent.
4. For a toxic substance, the potential for flammability, explosion and reactivity.

5. Proper conditions for safe use of and exposure to the toxic substance or infectious agent.
6. Special precautions to be taken and personal protective equipment to be worn or used, if any, when handling or coming into contact with the toxic substance or infectious agent.
7. Procedures for handling, cleanup and disposal of toxic substances or infectious agents leaked or spilled.

In an area where employees usually work with a large number of toxic substances or infectious agents which are received in packages of one kilogram or less and no more than 10 kilograms of which are used or purchased in a year, the District may provide a general education and training program in lieu of the education and training program described above. The general training program in this case shall include: a) the information specified in 1 and 2 listed above, b) the nature of the hazards posed by the toxic substance or infectious agents or both, and c) general precautions to be taken when handling or coming into contact with the toxic substances or infectious agents.

Any school employee or employee representative who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the Department of Commerce to conduct an inspection.

Legal Ref.: Sections 101.58-101.599 Wisconsin Statutes

Cross Ref.: 743, Management of Hazardous Substances/Asbestos

Adopted: 1/10/83

Revised: March 1994
April 2002

Waunakee Community School District

**EMPLOYEE'S RIGHT TO KNOW
(TOXIC SUBSTANCES, INFECTIOUS AGENTS AND PESTICIDES)**

523.3

A. Information

Any employee may request information on toxic substances or infectious agents which he/she works with or is likely to be exposed to. Employee includes any person whose services are currently or were formerly engaged by the school district offers to engage his/her services. Upon request, the District will provide the information in accordance with established procedures.

B. Educational Training/Record keeping/Notification

Prior to initial assignment to a workplace, the District must provide an education or training program to those employees who may routinely be exposed to any toxic substance or infectious agent. The District must also provide additional instruction whenever the employee may be routinely exposed to any additional toxic substance or infectious agent.

The District will comply with established legal requirements related to employee notification, educational training and record keeping.

C. Pesticides

1. The Board shall require that pesticide application in a school or on school grounds be conducted only by persons certified in the applicable pesticide use categories as outlined in state statute.
2. The District shall post notice of each pesticide application in a school or on school grounds at the time of the application and at least for 72 hours following the application.

Legal Ref.: Sections 101.58-101.599 Wisconsin Statutes

Cross Ref.: 523.3-Rule, Guidelines for Providing Information/Training to Employees

Adopted: March 1994

Revised: April 2002

Waunakee Community School District

Policies of the Board of Education

Series 500: Personnel

EMPLOYEE WELLNESS

523.45

It is important for the District to be concerned for the overall wellness of its employees, and this includes absence of disease to various levels of well-being.

Wellness is a multifaceted approach that includes exercise, nutrition, stress reduction and health/safety awareness.

The Waunakee Community School District will develop a wellness program for its employees under the direction of the superintendent or his/her designee.

Language regarding notice “ Staff will be informed of the specifics of this benefit through the employee handbooks, website, and Human Resources Bulletins. “

Cross Ref.: 523, Staff Health and Safety
523.2, Employee Assistance Program
523.5, Infection Control

Adopted: 4/23/86

Revised: March 1994
April 2002

Waunakee Community School District

INFECTION CONTROL/BODY FLUIDS/BLOOD BORNE PATHOGENS

523.5

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. OSHA for the prevention of blood-borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The (designated school nurse) shall be responsible for implementation of the guidelines, including investigating, correcting, and reporting neglect or violation of the guidelines.

Contact with body fluids presents a risk of infection with a variety of infectious agents.

“Body fluids” include: blood, drainage from scrapes, cuts and open lesions, urine, feces, semen, vomitus, respiratory secretions (e.g. nasal discharge) and saliva. Many infectious agents may be carried by individuals with no symptoms of illness. These individuals may be at various stages of infections: incubation, mildly infected without symptoms or chronic carriers.

A school staff member is expected to alert the person responsible for health and safety issues if a student’s health condition or behavior presents a reasonable risk of transmitting an infection.

Training will be given annually to all employees as per state and federal regulations regarding infection, body fluids and blood borne pathogens. It will provide simple and effective precautions against transmission of disease for all persons potentially exposed to the blood or body fluids of any person.

The training and reporting requirements shall include a review of the District’s written exposure control plan.

No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed illness.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation. Such persons employed by the district (and who are identified in state statute) shall be counseled of their right to subject the individual’s blood to a test or a series of tests for the presence of HIV, antigen or non-antigenic products of HIV or an antibody to HIV and may receive disclosure of the results.

The District will also comply with all follow-up and reporting procedures required by federal and state regulations.

Legal Ref.: Sections 101.055 Wisconsin Statutes
121.02(1)(i)
29 CFR, Part 1910-Subpart Z
Comm 32.50 (2), Wisconsin Administrative Code
2003 Wisconsin Act 271

Cross Ref.: District Exposure Control Plan
453.3, Communicable Diseases
523, Staff Health and Safety

Revised: April 2002
May 2005

Waunakee Community School District

HANDLING BODY FLUIDS IN THE SCHOOLS

523.5-Rule

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons potentially exposed to the blood or body fluids of any person. No distinction is made between body fluids from persons with a known disease and those from persons without symptoms or with an undiagnosed disease.

- 1) The body fluids of all persons should be considered to contain potentially infectious agents (e.g. bacteria and viruses). The term "body fluids" includes: blood, semen, drainage from scrapes, cuts and open lesions, feces, urine, vomitus, respiratory secretions (e.g. nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of infectious agents. In general, however, the risk is very low and dependent upon a variety of factors, including the type of fluid with which contact is made, and the type of contact made with such fluid.

It must be emphasized that with the exception of blood, which is normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many infectious agents may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infections: incubating disease, mildly infected with symptoms, or chronic carriers of certain infectious agents, including the HIV and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always followed.

- 2) When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in at least the office of the custodian, nurse, or principal. Gloves are required when in direct contact with body fluids (e.g. treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Gloves used for this purpose should be put in a plastic bag or lined trash can, secured and disposed of daily.
- 3) When anticipated skin contact with body fluids occurs where gloves may not be immediately available (e.g. when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom), these procedures should be followed:
 - a) Hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased.

- b) Clothing and other nondisposable items (e.g. towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If resoaking is required to remove stains (e.g. blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers.
 - c) Contaminated disposable items (e.g. tissues, paper towels, diapers) should be handled as with disposable gloves.
- 4) Standard procedures should be used for removing body fluids (e.g. vomitus). These procedures should be reviewed regularly to determine whether appropriate cleaning and disinfection steps have been included.
- a) Stock sanitary absorbent agents specifically intended for cleaning body fluid spills will be used in the school district. Disposable gloves should be worn when using these agents.
 - b) The dry materials should be applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. The broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.
- 5) Hands should be thoroughly washed whenever contact has been made with body fluids. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately ten seconds. Soap suspends easily removable soil and micro-organisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. It is important to rinse under running water and to use paper towels to thoroughly dry hands.
- 6) Disinfectants. An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the U. S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals. Various classes of disinfectants are listed below.

Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.

- a) Ethyl or isopropyl alcohol (70 percent)
- b) Phenolic germicidal detergent in a 1 percent aqueous solution (e.g. Lysol)
- c) Sodium Hypochlorite with at least 100 ppm available chlorine (1/2 cup household bleach in one gallon water, needs to be freshly prepared each time it is used).

d) Hydrogen peroxide (3 percent solution)

523.5-Rule continued

e) Quaternary ammonium germicidal detergent in 2 percent aqueous solution (e.g. Triquat, Mytar or Sage).

f) Iodophor germicidal detergent with 500 ppm available iodine (e.g. Wescodyne)

g) Heat (56 degrees C. for ten minutes)

- 7) Disinfection of Hard Surfaces and Care of Equipment. After removing the soil, a disinfectant should be applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly, or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet, or plastic bag, as appropriate. Nondisposable cleaning equipment (dustpans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed of down a drain pipe. Remove gloves and discard in appropriate receptacles.
- 8) Disinfection of Rugs. A sanitary absorbent agent should be applied, allowed to dry and then vacuumed. If necessary, mechanically remove with a dustpan and a broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. The dustpan should be rinsed, and the broom should be disinfected. The brush should be washed with soap and water. Nonreusable cleaning equipment should be disposed of as noted in Item 7) above.
- 9) Laundry Instructions for Clothing Soiled with Body Fluids. The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, clothing should be washed and dried as usual. If the material is bleachable, 1/2 cup of household bleach should be added to the wash cycle. If the material is not colorfast, 1/2 cup of non-clorox bleach should be added to the wash cycle..

Adopted: 11/9/87

Revised: 5/11/92
March 1994
April 2002

Waunakee Community School District

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the Waunakee Community School District are expected to maintain high standards in their school relationships. These standards include the following:

The maintenance of just and courteous professional relationships with students, parents/guardians, staff members, and others.

The maintenance of their own efficiency and knowledge of the developments in their fields of work.

The transaction of all official business with the properly designated authorities of the school system.

The establishment of friendly and intelligent cooperation between the community and the school system.

The placement of the welfare of children as the first concern of the school system. The use of pressure on school officials for appointment or promotion is unethical.

The adherence to the Wisconsin code of ethics for local government officials, employees, and candidates.

Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent if necessary.

The proper use and protection of all school properties, equipment, and materials.

Legal Ref.: Sections 19.41 Wisconsin Statutes
19.59
118.12
946.13

Cross Ref.: 522, Staff Conduct
522.3, Staff Misconduct Reporting
524.1, Staff Conflicts of Interest
528, Staff Student Relations

Adopted: 11/8/82

Revised: March 1994
April 2002

Waunakee Community School District

Staff Ethics/Conflicts of Interest

Policy 522.4

Waukeek Community School District

Page 1 of 2

(WASB EMPLOYEE HANDBOOK-RELATED POLICY – This sample policy addresses staff ethics/conflicts of interest and the consequences that will result for noncompliance with the policy.)

District staff shall abide by any laws and regulations and Board policies pertaining to personal and/or financial affairs that would conflict with their positions as District employees. Failure to abide by this policy may result in (1) disciplinary action, up to and including discharge; and (2) referral to law enforcement authorities.

No employee of the District may have a substantial interest in any contract, purchase of materials, or any other transaction involving District funds except as provided by law.

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The Board of Education requires private disclosure of any pecuniary interest which any employee of the district may have in any transaction involving school district funds.

Business Related Gratuities

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No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. All business related gratuities are specifically prohibited except nominally valued, widely distributed items (calendars, pencils, etc.).

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An employee may have a less than substantial pecuniary interest in a school transaction; however, the Board requires employees in this situation to disclose privately what the interest is. This action will help the Board avoid the appearance of any conflicts of interest.

Solicitation by School Personnel

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No employee of the Waukeek Community School District shall act as a formal agent or solicitor for the sale of books, supplies, or school equipment to be utilized by the District and/or students.

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Supervision of Spouses or Dependents

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No spouse or dependent employed by the district shall be supervised by his/her spouse/parent or guardian.

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This policy does not prohibit periodic employment of spouses and dependents for substitute employment, game or event officials, or non-teaching coaches.

Gifts by Students

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Students, parents/guardians, and other patrons of the District shall be discouraged from routinely presenting gifts to District employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. In most cases, letters to staff members expressing gratitude or appreciation are more appropriate.

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Staff Ethics/Conflicts of Interest

Policy 522.4

Waunakee Community School District

Page 2 of 2

§24.1 continued

Violations

Any staff person violating state law regarding the ethics code or conflicts of interest is subject to penalties prescribed by the law.

It is unlawful and unethical for any employee of the Waunakee Community School District to receive any gift or gratuity through the exercise of his/her office as provided by Wisconsin Statutes as follows:

Whether by act of commission or omission, in his/her capacity as such officer or employee exercised a discretionary power in a manner inconsistent with the duties of his/her office or employment or the rights of others and with intent to obtain a dishonest advantage for himself/herself or another.

Such action is subject to reprimand and shall be reviewed by the Board.

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Legal References:

Wisconsin Statutes

Sections 19.41 - 19.59 [code of ethics for public officials, employees and candidates]

Section 946.10 [bribery of public officers and employees]

Section 946.12 [misconduct in public office]

Section 946.13 [private interest in public contract prohibited]

Cross References:

WASB PRG 522.4 Sample Policy 1

Adoption Date: ~~11/8/82~~

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Revised: ~~March 1994~~

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~~11/14/94~~

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~~April 2002~~

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Policies of the Board of Education

Series 500: Personnel

STAFF PARTICIPATION IN COMMUNITY AFFAIRS

525

Professional staff are encouraged to take an active part in community activities within the Waunakee Community School District. These may include social, civic, political, cultural, and church activities. Such community participation should, wherever possible, also promote the schools' relations with the public.

The superintendent especially is urged to identify himself/herself personally with the many facets of community life, providing opportunities for all citizens -- including those who do not have children in the public schools or are non-parents -- to experience relationships with the schools.

The principal, as the leader of his/her school, is encouraged to be an active and leading member of the school community.

The teacher, or the degree to which the teacher is known and accepted as a citizen of the community, has a direct relationship with the degree of understanding and goodwill flowing from the community to the schools..

Teachers should endeavor to build within their students an appreciation and understanding for the community. Such instruction should emphasize the student's responsibility to their community.

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

Personnel Records

Policy 526

Waukegan Community School District

Page 1 of 2

(WASB EMPLOYEE HANDBOOK-RELATED POLICY – The following is a sample policy that addresses the maintenance of personnel records and employee access to them.)

A personnel file shall be maintained for each District employee. To the extent required by applicable law, employee medical records, including genetic information regarding an employee, shall be maintained separately from an employee's other personnel records.

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the administrator or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the District Administrator with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part of it may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of documents contained in the personnel file upon payment of the actual cost for making such a copy. An employee shall not have the right to review the contents of or receive copies of the following items:

- Records relating to the investigation of possible criminal offenses committed by that employee.
- Letters of reference for that employee.
- Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.
- Materials used by the employer for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the employer's planning purposes.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

Personnel records shall be released to third parties only in accordance with relevant law.

Legal References:

Wisconsin Statutes

Sections 19.31 to 19.37	[Wisconsin Public Records Law]
Section 103.13	[records open to employee]
Section 146.81 – 146.84	[patient health care records]
Section 165.68	[address confidentiality program]

Personnel Records

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[Section 252.15](#) [restrictions on use of HIV test]

Federal Laws

[Americans with Disabilities Act](#) [nondiscrimination on the basis of disability; employee medical examinations and recordkeeping]

[Health Insurance Portability and Accountability Act](#) (HIPAA) [restrictions on disclosure of personal health information]

[Genetic Information Nondiscrimination Act of 2008](#) [restrictions on disclosure of genetic information]

Cross References:

WASB PRG 526 Sample Policy 1
[824, Access to Public Records](#)
[523.1, Staff Physical Examinations](#)

Adoption Date: 5/11/92

Revised: March 1994

April 2002

August 2004

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Staff-Student Relations

Policy 528

Wauunakee Community School District

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~~(WASB EMPLOYEE HANDBOOK-RELATED POLICY – This sample policy addresses expectations of staff in regard to their relationships with students. The policy specifically prohibits conduct of a sexual nature.)~~

All District personnel shall recognize and respect the rights of students, as established by local, state, federal law, and by Board policies. As such, employees must, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Furthermore, employees shall refrain from engaging in any verbal or physical conduct of a sexual nature directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually-explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees must not use profane or obscene language or gestures in the workplace, whether or not students are present.

Cross References:

WASB PRG 528 Sample Policy 1
[512, Sexual Harassment](#)
[522, Staff Conduct](#)

Adoption Date: 11/8/82

Revised: March 1994
April 2002

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TELEWORK

Policy 535.4

Waukegan Community School District

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(This sample policy establishes the District's willingness, in limited circumstances, to allow certain employees the opportunity to telework. The policy (1) addresses administrative authority with respect to telework arrangements; (2) identifies situations where telework may be required or allowed; and (3) sets forth performance expectations for telework. This sample policy was written to coordinate with PRG-535.4 Sample Rule 1, which provides additional administrative guidelines applicable to telework arrangements, including further parameters for the approval or denial of such arrangements and further work rules and expectations for employees who are working remotely. School districts adopting this policy must also ensure that the policy is consistent with any related provisions found in the district's employee handbook.)

The District recognizes that, in certain limited circumstances, it may benefit the District, an employee, or both the District and an employee for an employee to perform their normal work responsibilities via telework. In addition, the District recognizes that telework may be appropriate during times when the District implements a non-traditional or hybrid instructional delivery model in order to follow local, state, or federal requirements, recommendations, or guidelines regarding student, employee, or community health concerns. Finally, the District recognizes that telework may be necessary to provide continuing education to students during school closures related to local, state, or national health emergencies. Telework is not a benefit for all employees or employee groups within the District. However, telework may be required or allowed under this policy in situations where an individual employee and/or his/her position are well suited to telework or where the District determines that other circumstance(s) make a telework arrangement necessary or desirable.

The administration is authorized to approve, deny, modify, and terminate telework arrangements for District employees except with respect to (1) arrangements applicable to the District Administrator, or (2) arrangements that involve or require a modification to an individual employment contract that is subject to School Board approval. Decisions concerning employee telework and the approval of voluntary employee telework requests will occur on a case-by-case basis and are at the sole discretion of the District, subject to any applicable law, to this policy, to any telework guidelines developed under this policy, and to any specific conditions or directives applied to an individual employee's telework arrangement.

Definitions

"Telework" is defined as a voluntary or involuntary working arrangement between the District and an employee where the employee performs his/her normal job responsibilities at an alternate work location.

"Alternate work location" is defined as a location, other than an employee's regular District work location(s), from which an employee will perform his/her normal job responsibilities. The alternate work location will generally be the employee's personal residence. However, an employee may request approval from his/her supervisor to telework from a location other than the employee's personal residence so long as the location satisfies the alternate work location requirements of any telework guidelines developed under this policy and any applicable requirements of the employee's specific telework arrangement.

Availability of Voluntary Telework Arrangements

While any employee may propose/request a voluntary telework arrangement with respect to some or all of their job duties, some duties cannot be performed away from the regular worksite.

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In addition, in some situations, the District may determine as a matter of managerial discretion that telework is not the preferred approach for the performance of certain roles and duties.

As examples, telework is highly unlikely to be a viable option for the following types of positions/duties:

1. Food service (e.g., meal preparation and meal service);
2. Custodial/maintenance work related to District buildings and grounds;
3. Student transportation; and
4. Work that involves responsibility for the direct supervision of students who are physically present at school.

Review of Telework Requests

In situations where an employee makes a voluntary request to telework, and unless otherwise required by law, the decision whether to allow or decline a telework request shall be made on a non-precedent setting, case-by-case basis at the sole discretion of the HR Director or his/her designee District. ~~*(Editor's Note: An example of an important function of administratively-developed telework guidelines would be to specify which administrators or supervisors may give final approval for a voluntary telework arrangement. If a district using this sample does not develop additional administrative guidelines for telework arrangements, the district should consider adding a sentence to this paragraph that identifies the administrator(s) or supervisor(s) who are authorized to give final approval.)*~~

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Involuntary Telework Arrangements

In addition to mandating that an employee performs his/her job responsibilities/duties from an alternate work location, the District may structure positions as telework positions. Examples of telework positions could include non-permanent involuntary telework during school closures, public/employee health concerns, or paid administrative leave. In addition, examples of telework positions could include involuntary long-term or permanent telework where the job responsibilities/duties of a position, department, office, or school building allow/require telework (e.g., teachers assigned to work as part of a virtual charter school or office employees whose positions do not require significant face-to-face service). Except as otherwise approved or directed by the Board or this policy, the HR Director, District Administrator or his/her administrative-level designee shall determine the appropriateness of and authorize any involuntary telework arrangements, obtaining the input of affected employees, relevant supervisors, and other administrators as needed.

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Work Performance and Responsibilities

Employees who telework will be responsible for managing their personal affairs and personal responsibilities in a way that allows them to successfully work their set schedule of hours, fulfill job responsibilities, complete work assignments, meet deadlines, and adhere to the District's telework guidelines.

It is expected that the quantity and quality of work performed by a telework employee will be similar to the work the employee would perform if working at a regular worksite within the District.

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An employee who teleworks will complete work assignments in a timely manner satisfying the objectives established by his/her supervisor. Telework employees may be required to provide reports, logs, timesheets, or other documentation to substantiate the work they have completed, and the hours performed in order to complete telework assignments.

In the absence of express written acknowledgement from the District, assignment to, or approval of, telework does not modify an employee's performance expectations, job duties or responsibilities, or the terms and conditions of employment as described in the employee's job description, Board policies, the District's Employee Handbook, any collective bargaining agreement (if applicable), or any individual employment contract (if applicable).

There may be instances where the District requires an employee with a telework arrangement to be physically present at the employee's regular District work location(s) on specific days or portions of days during which the employee would otherwise be teleworking. The District will attempt to provide reasonable advance notice of such required in-person attendance (e.g., in most situations, it would be reasonable to be notified at least the day before such a need to be physically present at work). In extraordinary circumstances, it may be necessary to call an employee to a regular work location without advance notice; and if such a situation were to arise during an employee's established working hours, then the telework employee will be expected to make all reasonable efforts to appear at work, taking the specific circumstances into account (including the parameters of the employee's individual telework arrangement).

Telework Schedule

In the absence of a written agreement, acknowledgement, or directive from the District, the work schedules for telework employees shall be the same as the work schedules for similarly situated employees working from a regular worksite. This includes starting and ending times, meal breaks (where applicable), and other break periods (where applicable). Use of leave time must be appropriately tracked and documented.

During scheduled working hours, telework employees will be reasonably available (i.e., equivalent to the expectations that would apply if the employee were not teleworking) to communicate via telephone, video calling, and/or email with supervisors, co-workers, and any persons or group(s) that are regularly served by employees within the telework employees' job classification (e.g., parents, students, members of the School Board, vendors, and/or contractors).

Non-exempt employees may only work their approved hours. Working non-approved overtime or other additional hours that are not approved is not permitted and may result in discipline.

Non-applicability

This policy does not apply to telework that is approved as part of the District's workers compensation program or as an accommodation for an employee with a disability under the Americans with Disabilities Act (ADA) or under any other state or federal law that provides for such disability-related accommodations. Accommodations for disabilities shall be arranged through the applicable District procedures for requesting, identifying, and implementing such accommodations. However, telework that is authorized in connection with a workplace injury or as a disability-related accommodation may, in individual cases, be made subject to expectations that are similar to or the same as expectations established in this policy and/or in any telework guidelines established under this policy.

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Modification and Termination of Telework Arrangements

Once approved or mandated, telework arrangements that are not structured as Board-approved contractual obligations are subject to continuous review and to possible modification or termination at the District's discretion at any time.

If the District establishes or approves a specific end date for an authorized telework arrangement, then the arrangement shall terminate no later than such end date unless the District expressly agrees to extend the arrangement. In the absence of such an end date, or if the District decides to terminate a telework arrangement prior to the expected end date, then the District will provide the employee with reasonable advance notice of the termination of the arrangement and of the expectation for returning to regular employment. *Insert if desired: "While what is reasonable will vary by the specific circumstances, providing at least one week's advance notice, will normally be considered reasonable."*

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Employee requests to terminate a telework arrangement and return to regular employment shall be reviewed, and approved or denied, in accordance with any telework guidelines developed under this policy and in accordance with any specific provisions of an employee's specific telework arrangement.

Cross References:

WASB PRG 535.4 Sample Policy 1

Adoption Date: 08/10/20

Revised:

ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

Rule 535.4

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(This sample rule has been written to coordinate with PRG 535.4 Sample Policy 1. School districts adopting this sample rule must also ensure that the rule is consistent with any related provisions found in the district's employee handbook.)

Telework Arrangements

Telework arrangements may be structured to be short-term or long-term, may be full-time or part-time, and may be voluntary (by mutual agreement) or involuntary (District required) at the discretion of the District.

Telework may have an established/estimated end date (e.g., end of semester or school year) or may be created in anticipation that the arrangement will continue indefinitely. In either case, the District maintains discretion to end or modify a telework arrangement at any time.

Although some considerations and requirements addressed in this rule may also be relevant in other contexts, this rule does not directly address or apply to:

1. Telework that is approved as part of the District's workers compensation program or as an accommodation for an employee with a disability under the Americans with Disabilities Act (ADA) or under any other state or federal law that provides for such disability-related accommodations.
2. Incidental and ad hoc telework, such as incidental and ad hoc work that an exempt employee completes from a non-District location outside of regular working hours or while taking short-term authorized leave (such as a vacation day or sick day). Non-exempt employees are not authorized to engage in such incidental, ad hoc telework without advance permission.

Eligible Employees

Voluntary telework requests may be made by employees who work in job classifications that are amenable to telework. *Insert if desired: "In addition, the employee must meet the following criteria:*

1. *The employee must not be on a "plan of assistance" or other performance improvement plan;*
2. *The employee must have worked for the District for at least [insert time period] One Year prior to being considered for an employee-initiated telework arrangement."*

Editor's Note: Include the optional list of eligibility requirements, above, if the district knows that it wants to establish such minimum criteria. However, an alternative to specifying minimum eligibility criteria would be to evaluate the same criteria as part of the review and approval of a request (see below), which may offer greater flexibility. The sample criteria listed above are intended only as examples that may or may not reflect a district's needs/preferences.

¹ You might choose to include here some of the eligibility requirements on pages 1 to 2 of your current policy.

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ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

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Examples of job classifications that may be appropriate for telework include jobs that have minimal face-to-face interaction or supervisory responsibility, primarily involve data entry, or have measurable objectives, completion points, and performance standards that can be assessed while the employee is located at an alternate work location.

Examples of job classifications that are generally not amenable to telework include those that require preparation of food for students, transportation of students, custodial/maintenance of facilities and grounds, need to provide on-site customer service or have access to confidential materials, or the direct supervision of students who are physically present at school. In addition, in certain situations, the District may determine, as a matter of managerial discretion, that telework is not the preferred approach for the performance of certain roles and duties.

Telework Requests

Employees who satisfy the eligibility requirements and are interested in any regular or semi-regular schedule of telework (whether on a full-time or part-time basis) shall submit a written or email telework request to ~~insert the position(s) to whom requests should be submitted – e.g., "their immediate supervisor" or "the Director of Human Resources or the applicable school principal"~~.

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Telework requests should be submitted as far in advance as practical of the proposed/intended start date for the arrangement. For example, if an employee wishes for the District to consider a telework arrangement for an upcoming school year, it generally would be reasonable to submit the proposal during the preceding spring.

Evaluation of Voluntary Telework Proposals²

Approval or denial of voluntary telework requests will be based on the District's discretionary evaluation of any information that the District considers relevant to the decision. This includes, for example, the telework requirements listed in this rule (below), as well as all of the following additional factors:

Editor's Note: All items in the list below are provided solely as possible examples of potentially relevant factors. A school district may modify the list at its discretion.

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1. The ability of the District to sufficiently evaluate and plan for the possible implementation of the proposed telework arrangement.
2. The employee's past job performance, including but not limited to the extent to which the employee has demonstrated the ability to work with minimal direct oversight.
3. Equitable considerations, such as the impact of the arrangement on co-workers and the practical ability of the District to consider similar arrangements for other similarly situated employees.

² You might include the three month trial period in your current policy at an appropriate place under this heading.

ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

Waukegan Community School District

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4. Projected or potential costs to the District associated with the arrangement, including both direct costs and indirect costs.
5. Whether any similar telework arrangement attempted in the past was successful or not successful, recognizing any relevant differences in the situations and recognizing that a prior successful telework arrangement in no way obligates the District to approve any additional arrangement(s).

6. ~~Insert any additional factors that are not already covered in this rule.~~

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The ~~insert relevant position(s) – e.g., the District Administrator or the Director of Human Resources~~ must approve any voluntary telework arrangement. Any other administrator or other supervisor who intends to deny a telework request initiated by an employee is expected to consult with ~~insert relevant position(s) – e.g., the District Administrator or the Director of Human Resources~~ prior to denying the request.

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Even if there appears to be a reasonable probability that an employee could effectively perform his/her job under a telework arrangement, a subjective supervisory/administrative preference for the employee to work from his/her normal District-specified location can be a sufficient reason to deny a telework proposal provided that the decision is not discriminatory or otherwise unlawful.

Telework Requirements

Telework requirements include all requirements specified in any applicable School Board policy and the general categories of alternate work location, technology, job responsibilities, and schedule, as further detailed below. An employee's inability to satisfy telework requirements prior to the start date of a telework arrangement or the District's decision that an employee is unlikely to be able to satisfy telework requirements during a telework arrangement will result in the modification, revocation, or denial of a voluntary telework arrangement.

1. Alternate Work Location

Employees will maintain a designated working space at their alternate work location, which will be safe, free from hazards or other dangers, and ergonomically sound in order to minimize the risk of injury to the employee.

The alternate work location must provide the employee with the ability to engage in appropriately professional interactions/communications and the ability, as needed, to maintain confidentiality and secure confidential information. In situations where an employee's alternate work location is shared with other individuals (e.g., members of the employee's family or roommates), employees may need to take additional steps in order to establish an appropriate setting for their work and maintain confidentiality, such as:

- a. Establishing/creating a secure area within the alternate work location where the employee will be able to receive and discuss confidential information via telephone or video call;

ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

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- b. Establishing/creating a secure area within the alternate work location where confidential paper documents may be stored in order to prevent unauthorized access (e.g., secure file cabinet or room/office space); and
- c. Establishing/creating a secure area within the alternate work location where any District property (e.g., laptop, computer, monitor, tablet, cell phone, printer, etc.) will be free from damage, theft, or unauthorized use.

Unless otherwise agreed to by the District or required by law, an employee who is approved for a telework arrangement will be responsible for providing a suitable workspace, suitable workspace furniture, appropriate storage solutions (e.g., filing cabinets), lighting, and reliable internet and telephone service. Similarly, unless expressly approved by the District or required by law, the District will not be responsible for costs that may be associated with the creation, maintenance, or operation of an alternate work location (such as remodeling, repairing, or modifying a location to create an office space) or for any charges for other incidental expenses such as electricity, lighting, heating/cooling, water, etc. that may be associated with using the alternate work location.

The District reserves the right to have a supervisor inspect a telework employee's alternate work location to ensure it is appropriate for telework. At the discretion of the supervisor, inspection may be conducted in person, through the submission of photographs, or, if possible, virtually via video conferencing tools.

Employees will not hold in-person, work-related meetings at their alternate work location without the prior approval of their supervisor.

An employee may only change their alternate telework location, whether temporarily or permanently, with the approval of their supervisor and only if the new telework location meets the District's telework requirements and any additional requirements that have been specified in connection with an employee's individual telework arrangement.

2. Technology

The District will determine the technology needs of each position and will provide employees with technology/devices according to the job responsibilities for their respective position. For example, in situations where the use of a computer is required to complete an employee's job responsibilities during a telework arrangement, the District will provide the employee with a District-issued computer (laptop or desktop/monitor). At the discretion of the District, additional technology/devices or related equipment may be provided (e.g., printer, scanner, iPad/tablet, additional monitor(s), cellular phone, surge protector, etc.) according to the needs of an individual employee.

During telework, the use of District provided technology equipment, software, and supplies is limited to the telework employee or other authorized individuals. Telework employees must exercise reasonable care for District issued equipment and should take appropriate steps to protect items from damage, unauthorized use, or theft. Use will be limited to purposes relating to the completion of the employee's work or the performance of the employee's

ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

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job responsibilities/duties, except to the same extent that incidental personal use of District equipment while working is permitted at in-District work locations.

The District will establish the requirements for network connectivity, which, at a minimum, shall be through a secured home network. The District may require the use of a virtual private network (VPN) at its discretion. Employees who have a need to electronically access confidential District information/records or who connect to District networks (including file drives) from a remote location must do so only on a District-issued device, unless otherwise expressly authorized by the District. This will help to ensure appropriate file/record storage (including backups) and ensure the appropriate use of other security measures (e.g., firewalls, internet filters, passwords, or anti-virus software), as required by the District's Information Technology department.

No employee working from an alternate work location may compromise the security of District technology resources or confidential data/records/information by leaving equipment unattended in a state (e.g., logged in) such that another person could use the equipment without authorization.

3. Job Responsibilities

With the exception of any procedures outlined in this rule, the performance expectations, job duties, and employment terms and conditions contained within an employee's job description, Employment Handbook, Board policies and rules, and individual employment contract (where applicable) are not affected by an employee entering into a voluntary or involuntary teleworking arrangement.

Employees will be productive and reasonably available during their scheduled work hours and, to the extent applicable, will take reasonable steps to minimize distractions and avoid conflicting responsibilities during their scheduled work hours (e.g., by securing appropriate childcare). Unless otherwise approved by a supervisor, employees will only complete personal tasks (e.g., housework, exercise, personal entertainment, dog walking, etc.) or "run errands" away from their telework location during a scheduled break or lunch period. This provision does not preclude an employee from briefly addressing a personal issue in a manner that does not materially interfere with their productivity and availability to the same extent that employees working at in-District work locations may occasionally need to address a personal matter during their workday.

Employees will respond to communications in a timely manner and will adhere to the same District expectations concerning the timeliness of responses to emails and telephone or other inquiries that exist for non-telework employees.

Employees will communicate and interact with supervisors and colleagues on a regular basis, which is generally defined to be each day the employee is scheduled to work. Communication/interaction can include emails, individual telephone calls, submission of completed work assignments, text messaging, participation in professional development, or participation in group video or telephone calls/meetings.

4. Schedule

ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

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Employees who telework will follow the schedule provided by their supervisor. This may include the days worked during each workweek, daily start and end times, and any scheduled breaks and lunch periods where applicable. Adjustments to the established schedule will require advance approval from the employee's supervisor.

As applied to most telework arrangements, the District's productivity and availability expectations during scheduled working hours will preclude the simultaneous performance of non-District roles. Therefore, employees may be required to certify that they do not have primary responsibility for providing childcare or dependent care during scheduled work time and/or that they are not engaging in any other form of employment or other similar non-District work/tasks during their scheduled telework hours. In an emergency telework situation where, as a result of school or childcare closures, a telework employee's childcare or dependent care needs conflict with the schedule provided by their supervisor, the supervisor and employee will attempt to develop a flexible schedule, with the final schedule being established at the discretion of the District.

A telework schedule may include instances where the employee will be required (whether regularly or irregularly) to be present at an onsite location (e.g., a school) for meetings, professional development, or events, to perform specific work responsibilities, or for other situations deemed necessary by the employee's supervisor(s). Accordingly, the District may require, or there may otherwise be a need for, an employee who is teleworking to travel between the employee's alternate work location and a District-designated non-alternate work location. Whether any such travel will be treated as (1) compensable "hours worked" (for a non-exempt employee), and/or (2) covered by worker's compensation shall be determined by applicable law under the specific circumstances. Any non-exempt employee who has questions about whether such travel time should be counted and reported as paid "hours worked" should contact the District's Business Office Human Resources Office. ~~Insert the district's approach to providing mileage reimbursement for work-related travel by telework employees to/from their alternate work location, based on the district's expense reimbursement policy, or state that when an employee uses a personal vehicle for such travel, any mileage reimbursement shall be as determined under the District's expense reimbursement policies.~~ ~~Editor's Note: The need to establish consistent reimbursement rules for such mileage may require an amendment to the district's current policy on mileage reimbursement that specifically addresses telework situations. The following is an example of such a policy statement: "When an employee who has been authorized or required to telework engages in work-related travel to/from their alternate work location using their personal vehicle, mileage reimbursement for such travel will be provided (1) when the travel time would constitute compensable "hours worked" if the employee were (or actually is) non-exempt; (2) as otherwise approved in writing (including by electronic communication) by the District's Business Human Resources Office or the District Administrator for particular intra-workday travel; or (3) as otherwise specified by the District in writing in the telework arrangement or directive that applies to the employee. Unless otherwise approved by the School Board, any such mileage reimbursement shall be paid for the lesser of the actual miles driven or no more than 30 miles in each direction (i.e. not more than 60 miles round-trip, if applicable)."~~

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ADMINISTRATIVE GUIDELINES FOR IMPLEMENTING TELEWORK POLICY

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Telework employees who are exempt (salaried) will sometimes work additional hours outside of their normal schedule to respond to emails or phone calls, attend meetings, or perform other responsibilities in order to complete required job responsibilities.

Telework employees who are non-exempt (hourly) may not work beyond the hours/minutes scheduled by their supervisor or more than 40 hours during their workweek (overtime) except as required by their supervisor or except as approved in advance by a supervisor. Working such non-approved overtime or other additional hours as a non-exempt employee may result in discipline, although the District will also pay wages for any such compensable time worked to the extent required by law.

Telework Injuries

Telework employees will notify the District as soon as practicable (e.g., same day or the following day for injuries that happen after business hours) of any work-related injuries sustained while at their alternate work location as required by the District's worker's compensation procedures. Injuries sustained by family members, roommates, or other individuals (non-work-related) will be the responsibility of the telework employee and should be submitted to the employee's personal liability (e.g., homeowner or rental insurance) carrier.

Emergency Telework

Emergency telework may be required in response to a serious or unexpected event or situation (e.g., District, local, statewide, or national emergency) requiring the immediate need for employee telework.

In situations where an employee is required to quickly transition from onsite work to emergency telework, the District may waive or individual employees may request that the District waive certain telework requirements that would otherwise be applicable to employees in a voluntary or involuntary telework arrangement. Waivers may be granted at the discretion of the District.

Cross References:

WASB PRG 535.4 Sample Rule 1

Adoption Date: