



SUBSTITUTE HANDBOOK

2021-2022 SCHOOL YEAR

Effective: 1/1/2022

(Blank Page)

WELCOME SUBSTITUTES

(Changes and Additions to this handbook are noted in red text. Key points for substitutes to note are highlighted in yellow [gray if not printed in color].)

This booklet is a guide for the substitute staffing program in the School District of La Crosse. We hope the information will serve to inform and to assist readers in finding answers to the many questions they may have regarding substituting in the School District of La Crosse.

The School District of La Crosse recognizes substitute teachers, teacher assistants, health assistant, nurses, operation assistants, nutrition staff and administrative assistant substitutes as a very valuable asset to our educational process.

As a substitute in the district, you are a very important person. Whether your stay is short or continues over a long period of time, each time you substitute, you are responsible for the most important resource we have in this district – our students.

After you are hired as a new substitute you will receive the following emails. (Nutrition subs do not use AbMgt.)
netpost@aesoponline.com - Welcome to Frontline Education Absence Management (AbMgt)
no-reply@frontlineed.com – Invitation to set up account AbMgt account username and password.
hmellem@lacrossesd.org - Free Frontline Education Mobile App for substitutes...instructions

SCHOOL DISTRICT OF LA CROSSE
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT
24-HOUR VOICE MAIL
(608) 789-7953

DIRECTORY OF ELEMENTARY AND SECONDARY SCHOOLS
--

High Schools

<u>High Schools</u>	<u>Address</u>	<u>Telephone</u>	<u>Principal</u>
Central High School	1801 Losey Blvd. South	(608) 789-7900 Associate Principal Activities Director Dean of Students	Jeff Axness Mallory Saurer Mark Ambrose Tony Servais
Logan High School	1500 Ranger Drive	(608) 789-7700 Associate Principal Activities Director Dean of Students	Walter Gnewikow Anthony Depaolo Jordan Gilge Beth Forde
Polytechnic High School	228 5th Avenue South	(608) 789-8940	Garrett Zimmerman

Middle Schools

<u>Middle Schools</u>	<u>Address</u>	<u>Telephone</u>	<u>Principal</u>
Lincoln Middle/SOTA II/ Coulee Montessori	510 South 9 th Street	(608) 789-7780 Dean of Students	Alex Hubing Garrett Fischer
Logan Middle School	1450 Avon Street	(608) 789-7740 Dean of Students	Amber Erickson Jenna Fernholz
Longfellow Middle/LDI	1900 Denton Street	(608) 789-7670 Associate Principal	Matthew Kitzerow Jon Baudek

Elementary Schools

<u>Elementary Schools</u>	<u>Address</u>	<u>Telephone</u>	<u>Principal</u>
Emerson Elementary	2101 Campbell Road	(608) 789-7990	Eric Check
Northside Coulee Montessori	1611 Kane Street	(608) 789-7970	Nicki Pope
Northside Elementary	1611 Kane Street	(608) 789-7970	Nicki Pope
Hamilton Elementary	1111 South 7 th Street	(608) 789-7695	Ben Burns
Hamilton SOTA I	1111 South 7 th Street	(608) 789-7695	Ben Burns
Hintgen Elementary	3505 South 28 th Street	(608) 789-7767	Amy Oliver
North Woods International	N2541 Sablewood Road	(608) 789-7000	Keri Holter
Southern Bluffs Elementary	4010 Sunnyside Drive	(608) 789-7020	Lisa Schreiner
Spence Elementary	2150 Bennett Street	(608) 789-7773	Kari Huth
State Road Elementary	3900 Pammel Creek Rd.	(608) 789-7690	Jacquelyn Lyga
Summit Environmental	1800 Lakeshore Drive	(608) 789-7980	Oscar Uribe

District-wide Off-Site Program

<u>District-wide Off-Site Program</u>	<u>Address</u>	<u>Telephone</u>	<u>Principal</u>
Integrated Support Ctr (5 th – 12 th)	1525 Losey Blvd	(608) 881-7795	Curt Teff
Bluffview Academy	300 North 4 th Street	(608) 785-5537	Curt Teff
Coulee Region Virtual Academy (CRVA)	228 5th Avenue South	(608) 789-8940	Garrett Zimmerman

TEACHER WORKDAY AND ACTUAL SCHOOL HOURS 2021 – 2022

All substitutes are to report on time and stay until the end of the scheduled assignment. Substitutes are to sign in on the DAILY “Substitute Sign In” sheet located in the school’s office. **Each Friday substitutes should log into Absence Management (AbMgt) to verify the hours worked for the current week. If hours are not correct, please contact the school office of where you worked to get the corrections made asap.**

HIGH SCHOOLS

	<u>TEACHER WORKDAY</u>	<u>ACTUAL SCHOOL</u>
Central High School	7:35 a.m. to 3:25 p.m.	7:40 a.m. to 3:20 p.m.
La Crosse Polytechnic High School	7:35 a.m. to 3:25 p.m.	9:00 a.m. to 3:00 p.m.
Logan High School	7:35 a.m. to 3:25 p.m.	7:40 a.m. to 3:20 p.m.

MIDDLE SCHOOLS

	<u>TEACHER WORKDAY</u>	<u>ACTUAL SCHOOL</u>
Lincoln Middle/SOTA II/ Coulee Montessori Middle Schools	7:20 a.m. to 3:10 p.m.	7:35 a.m. to 2:45 p.m.
Logan Middle School	7:20 a.m. to 3:10 p.m.	7:35 a.m. to 2:45 p.m.
Longfellow Middle School/LDI	7:25 a.m. to 3:15 p.m.	7:35 a.m. to 2:45 p.m.

ELEMENTARY SCHOOLS

	<u>TEACHER WORKDAY</u>	<u>ACTUAL SCHOOL</u>
Emerson Elementary School	7:45 a.m. to 3:35 p.m.	8:30 a.m. to 3:10 p.m.
Hamilton Elementary/ Hamilton SOTA I	7:40 a.m. to 3:30 p.m. 7:40 a.m. to 3:30 p.m.	8:08 a.m. to 2:48 p.m. 8:00 a.m. to 3:15 p.m. 8:00 a.m. to 11:45 a.m.
Hintgen Elementary School	7:40 a.m. to 3:30 p.m.	8:05 a.m. to 2:45 p.m.
Northside Elementary School/ Coulee Montessori	7:45 a.m. to 3:35 p.m.	8:15 a.m. to 2:55 p.m.
North Woods International School	7:35 a.m. to 3:25 p.m.	8:35 a.m. to 3:15 p.m.
Southern Bluffs Elementary School	7:50 a.m. to 3:40 p.m.	8:40 a.m. to 3:20 p.m.
Spence Elementary School	7:30 a.m. to 3:20 p.m.	8:00 a.m. to 2:40 p.m.
State Road Elementary School	7:40 a.m. to 3:30 p.m.	8:05 a.m. to 2:45 p.m.
Summit Elementary School	7:35 a.m. to 3:25 p.m.	8:00 a.m. to 2:40 p.m.

ALTERNATIVE/CHARTERS

	<u>TEACHER WORKDAY</u>	<u>ACTUAL SCHOOL</u>
Bluffview Academy	7:25 a.m. to 3:15 p.m.	7:45 a.m. to 3:15 p.m.
LaCrossroads High School	7:35 a.m. to 3:25 p.m.	7:40 a.m. to 3:20 p.m.
Integrated Support Ctr (5 th – 12 th)	7:15 a.m. to 3:05 p.m.	7:30 a.m. to 2:30 p.m.
Coulee Region Virtual Academy <i>High School</i> (CRVA)	7:35 a.m. to 3:25 p.m.	7:40 a.m. to 3:20 p.m.
<i>Middle School</i>	7:25 a.m. to 3:15 p.m.	7:35 a.m. to 2:45 p.m.
<i>Elem. School</i>	7:40 a.m. to 3:30 p.m.	8:05 a.m. to 2:45 p.m.

BASIC JOB DESCRIPTIONS

Teacher: (also called a schoolteacher or, in some contexts, an educator) is a person who helps others to acquire knowledge, competences or values.

Teacher Assistant: A teaching assistant or teacher's aide (TA) or education assistant (EA) or paraprofessional is an individual who assists a teacher with instructional responsibilities.

Administrative Assistant: Administrative Support is a broad job category that designates an individual who provides various kinds of administrative support and services to people and groups in business operations

Operations Assistant: is a combination of the Teacher Assistant, Administrative Assistant, Finance Assistant, as well as Nutritional Assistant (serves prepared food).

Health Assistant: will be responsible for the administration of medication and first aid under the direction of the school nurse. Health training will be provided.

Nurse: Unique professional opportunity to work with well children, children with chronic or acute illnesses, and children with exceptional needs in an educational setting.

Cook (Nutrition Services): General food preparation including food for breakfast and lunch, serving and clean-up. Serve as cashier online using automated Skyward program, working in kitchen, practice work simplification techniques, and work independently. Ability to reach, carry, push, bend, stoop, crouch, lift, and handle items weighing up to 40 pounds when performing duties. Stand and walk most of the day. Other duties may be assigned.

Substitutes can perform sub duties in multiple job areas. You must meet or attain the appropriate training to have additional job skills added to your Absence Management account. Contact the HR Administrative Assistant if you would like to be available for multiple job categories.

SPECIALIZED PROGRAM DESCRIPTIONS

La Crosse Polytechnic: A project-based learning middle and high school located in downtown La Crosse. La Crosse Polytechnic's mission is for each individual student to "design their education." Teachers (or advisors in our context) assist students in their individual projects by acting as coaches, sounding boards, and "problem solvers." Advisors guide students through the project process. Advisors also have an opportunity to lead small- or large-group projects depending on what the advisor has planned. These advisor-led projects are our take on traditional classes to help students build necessary skills. As a substitute, you will have a chance to take the role of advisor through one-on-one student conversations or leading large group projects. In our open concept building, you will also be able to reach out to any other staff member if needed.

Integrated Support Center: The School District of La Crosse's Integrated Support Center is a district operated off-site program designed to meet the needs of students with complex, internalizing and externalizing barriers to learning. The programs focus on strengthening multiple dimensions of health, as well as, mobilizing supportive systems of care through wrap-around programming. Each student will have an integrated support and learning plan that identifies his or her growth targets and developmental goals. Staff will work with other stakeholders to ensure each child has the supports and services necessary to achieve academic, personal, and social-emotional-behavioral success.

Bluffview Academy: The School District of La Crosse provides education to individuals under the age of 18 years who are residents of the La Crosse County Juvenile Detention Facility.

LaCrosseroads: An alternative High School within a high school. The mission is to provide an alternative educational setting for youth who have been unsuccessful in a traditional setting. The school is geared to meet the needs of students who have made the decision to shape a better future for themselves. Located within Logan High School and Central High School.

GENERAL EMPLOYMENT INFORMATION

Placement on the substitute list is completed annually. Once you have been placed on the substitute list and have worked in the district in that capacity, you will be contacted during the summer months to ascertain whether you want to substitute the following year.

Teachers

A current, valid Wisconsin teaching license or substitute teaching license must be on file in the Human Resources Office at the beginning of each school year to substitute teach in our district.

Substitute teachers working a full day are expected to be at the assigned school during the entire workday hours. Half day subs are expected to work the applicable time on the front/back end of the school day.

During prep time substitutes may be assigned to fill a different classroom, assist with office work, or help supervise students as part of their daily rate.

1. Difference between Certified Teacher Substitute and Short-Term Substitute Teacher (formerly Permit Sub Teacher) License. It is the obligation of the district to offer substitute jobs to our Certified Substitute Teachers prior to offering substitute jobs to our Short-Term Substitute Teachers. The Absence Management system has built in settings for these 2 types of Sub Teachers. These settings will allow sub jobs to be allocated accordingly. Employees should strive to contact Certified Sub Teachers to fill their absences first. If a sub's name does not show as available to work, the sub may already be scheduled, or the system parameters may not have been met.

WI DPI: <https://dpi.wi.gov/tepd/licensing/types/substitute-faq>

2. What is the difference between the Five-Year Long-Term Substitute license and the Three-Year Short-Term Substitute license?

- The Five-Year Long-Term Substitute license may be issued to an applicant who has completed a state-approved educator preparation program through an accredited four-year bachelor degree granting institution. See the [Five-Year Substitute License Requirements](#) page for more information.
- The Three-Year Short-Term Substitute license may be issued to a person who holds an associate degree or higher from an accredited degree granting institution but has not completed a state-approved educator preparation program. See the [Three-year Short-Term Substitute License Requirements](#) page for more information.

3. How long can an individual with a Three-Year Short-Term Substitute license be in a specific assignment?

The Three-Year Short-Term Substitute license allows the holder to accept short-term substitute assignments in any subject at any grade level (no more than 45 days total in a specific assignment).

4. How long can an individual with a Five-Year Long-Term Substitute license be in a specific assignment?

The Five-Year Long-Term Substitute license allows the holder to accept long-term substitute assignments in the subject and grade level in which they are licensed (more than 45 days total in a specific assignment). The Five-Year Long-Term Substitute license also allows the holder to accept short-term substitute assignments in a subject and grade level outside of their license (no more than 45 days total in a specific assignment).

QUALIFICATIONS AND REQUIREMENTS

There are several requirements for substitute teaching and substituting as a teacher assistant in the School District of La Crosse.

1. **Substitute teacher assistants** must have a high school diploma. In addition, applicants must have either two years of education beyond high school or 48 post high school credits; in lieu of post high school education, acceptable proficiency scores on a district administered Parapro assessment (or WorkKeys ACT) are also accepted.
2. A **short-term substitute teacher** (those without a teaching degree) must have a valid short-term substitute license from the DPI. This requires a minimum of an associate degree or higher outside of the teaching field from an accredited college or university. Applicants must have successfully completed additional training such as the online training available on STEDI.org.
3. A **certified substitute teacher** must have a valid, current Wisconsin teaching license. To obtain a license, please contact:

Wisconsin Department of Public Instruction

Applications are available on the DPI website at <https://dpi.wi.gov/licensing/apply-educator-license>

Any questions may be directed to the telephone number 1-800-441-4563 or <https://dpi.wi.gov/support/contact-us>

It is the substitute teacher's responsibility to remain currently licensed and to file such license with the School District of La Crosse Human Resources Office. The present cost of a teacher license is \$125 for five years; or, \$175 for graduates of out-of-state approved programs.

4. We only accept online applications for all substitute positions. Please go to the School District of La Crosse website and click on "Job Opportunities." Scroll down the page and click on whichever substitute position you are interested in. Follow the directions to apply for a substitute position on the Wisconsin Education Career Access Network (WECAN). Once your employment paperwork is completed, you will be asked to schedule a meeting with the HR Administrative Assistant for a paperwork review and account set up. Please bring your employment paperwork and a copy of your DPI license, if required for the position.
5. You must complete a W-4 federal withholding tax form to be filed with the district's payroll department. Please bring this form, your Social Security Card, and your driver's license with you when you attend the training session. We will photocopy your Social Security Card and driver's license. **All substitutes are paid through direct deposit. A direct deposit authorization form and a voided blank check must be on file in the payroll department.**

PAY DATES & PAY RATES

All Non-staff direct deposit payroll stubs will be mailed to the home address file with the Business Office.

SCHOOL DISTRICT OF LA CROSSE				
PAY SCHEDULE FOR ALL STAFF				
2021-2022				
PAY DATES FOR ALL STAFF: (Please note-all timesheets and labor reports are due on Tuesday.)				
P/R PERIOD		CHECK	REPORT TO P/R	
FROM	TO	DATE		
06/13/21	06/26/21	07/09/21	06/29/21	
06/27/21	07/10/21	07/23/21	07/13/21	
07/11/21	07/24/21	08/06/21	07/27/21	
07/25/21	08/07/21	08/20/21	08/10/21	
08/08/21	08/21/21	09/03/21	08/24/21	
08/22/21	09/04/21	09/17/21	09/07/21	
09/05/21	09/18/21	10/01/21	09/21/21	
09/19/21	10/02/21	10/15/21	10/05/21	
10/03/21	10/16/21	10/29/21	10/19/21	
10/17/21	10/30/21	11/12/21	11/02/21	
10/31/21	11/13/21	11/26/21	11/16/21	
11/14/21	11/27/21	12/10/21	11/30/21	
11/28/21	12/11/21	12/24/21	12/14/21	
12/12/21	12/25/21	01/07/22	12/28/21	
12/26/21	01/08/22	01/21/22	01/11/22	
01/09/22	01/22/22	02/04/22	01/25/22	
01/23/22	02/05/22	02/18/22	02/08/22	
02/06/22	02/19/22	03/04/22	02/22/22	
02/20/22	03/05/22	03/18/22	03/08/22	
03/06/22	03/19/22	04/01/22	03/22/22	
03/20/22	04/02/22	04/15/22	04/05/22	
04/03/22	04/16/22	04/29/22	04/19/22	
04/17/22	04/30/22	05/13/22	05/03/22	
05/01/22	05/14/22	05/27/22	05/17/22	
05/15/22	05/28/22	06/10/22	05/31/22	
05/29/22	06/11/22	06/24/22	06/14/22	
06/12/22	06/25/22	07/08/22	06/28/22	
06/26/22	07/09/22	07/22/22	07/12/22	
07/10/22	07/23/22	08/05/22	07/26/22	
07/24/22	08/06/22	08/19/22	08/09/22	

(ALL NON-STAFF PAYROLL CHECKS WILL BE MAILED TO THEIR HOME ADDRESS)

21/22 SUBSTITUTE RATES:

	Hourly Rate	Long Term Hly Rate
SUB ADM ASST:	\$12.50	\$13.00
SUB COOK:	\$13.00	\$13.50
SUB TCHR ASST	\$12.25	\$12.75
SUB TA (SPED) *	\$13.25	\$13.75
SUB HEALTH ASST:	\$13.25	\$13.75
SUB OPER ASST:	\$13.25	\$13.75
SUB EXEC ASST	\$14.00	\$14.50
SUB NURSE	\$23.00	\$23.50

	Daily Rate	Long Term Sub Daily Rate
WI DPI Short Term Sub Teacher (formerly Permit)	\$140.00	\$215.00**
WI DPI Certified /Licensed Sub Teacher	\$140.00	\$215.00
Any Sub Teacher in Special Ed Class	\$154.00	\$235.00

*DPI LICENSE REQUIRED TO BE ELIBIBLE FOR SUB TA (SPED) RATE

**LONG TERM SUBSTITUTE NOTES:

- 1) The long term pay rate will be effective from Day 1. The increased amount will be added retroactively after 15 days of substitute teaching. On Day 16 the LT rate will remain even if there is a break in consecutive days of service. Effective 12/1/2021
- 2) **The three-year short term substitute permit allows the holder to accept short-term substitute assignments in any subject at any grade level (no more than 45 consecutive days total in a specific assignment).
- 3) The five-year long-term substitute license allows the holder to accept long-term substitute assignments in the subject and grade level in which they are licensed (no more than 45 consecutive days total in a specific assignment). The five-year long term substitute license also allows the holder to accept short-term substitute assignments a subject and grade level outside of their license (no more than 45 consecutive days total in a specific assignment).

Substitute pay is reported via AbMgt from each school. Substitutes are paid every two weeks via direct deposit. A time lapse of two weeks is necessary to allow for transfer of records to the payroll department. Benefits for substituting are noted in the benefit section of this handbook. In the event of a school cancellation, payment will not be provided. Assignments will be cancelled by the HR Administrative Assistant on cancellation days.

SUBSTITUTE TEACHERS:

All Substitute teachers are paid in half day or full day increments. At the minimum, substitutes will be paid for a half-day of work based on the employee's regular full day schedule. Full day schedules include a 30-minute duty free, unpaid lunch. The pay rate for a full day will be established annually by the Human Resources Office.

Substitute Support Staff

Substitutes will be paid for the hours they work. Full day schedules include a 30-minute duty free, unpaid lunch. Substitute support staff are asked to report to work at the time staff enter and leave for the day as indicated on the AbMgt assignment.

LONG TERM SUBSTITUTE:

* The long term pay rate will be effective from Day 1. The increased amount will be added retroactively after 15 days of substitute teaching. On Day 16 the LT rate will remain even if there is a break in consecutive days of service. (Effective 12/1/2021) In the event of a school cancellation, payment will not be provided. However, long term status will be maintained. Once the employee returns to their regular job duties, the long-term sub position will end with a possible one-day transition period as approved by the Human Resources Director.

BENEFITS

The Patient Protection and Affordable Care Act, passed by Congress in 2010, requires employers to provide health insurance to individuals working an average of 30 or more hours per week (over a 12 month look back period).

Federal and state withholding, Social Security, and state retirement (for those who qualify) are withheld from the substitute's salary. Effective July 1, 2011, all Wisconsin Retirement System (WRS) eligible substitutes will have a payroll deduction for the employee share of the WRS contribution rate. The district will continue to pay the employer share of the contribution.

A substitute is covered for Worker's Compensation and under the district's liability insurance. Injuries should be reported to the principal or building Administrative Assistant immediately. At the time of the injury or illness please do the following:

1. Seek First Aid Treatment to help minimize the extent of the injury. You can see the Health Assistant if immediate first aid is required.
2. **Call Medcor at 1-855-736-9482**

Employee Assistance Program (EAP): The Gundersen Employee Assistance Program (EAP) can provide employees with the skills needed to understand and cope with problems or situations before they develop into more serious concerns. EAP is available 24 hours a day, seven days a week to all employees and their immediate family members. Call (608) 775-4780 or 1-800-327-9991

For more information contact: the District's Benefit Coordinator
 Ph: (608) 789-7640 Fax: (608) 789-7606 Email: cfoegen@lacrossesd.org
 Hogan Administrative Center, 807 East Avenue South, La Crosse, WI 54601



School Dist. of La Crosse

Are you aware of your 403(b) benefit?

THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministries.

We recommended that all employees visit our education page which can be found here: www.omni403b.com/Employees/Education

WHY SAVE WITH 403(b)?

- > You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
- > Investment gains in the plan are not taxed until distributed.
- > Retirement assets can be carried from one employer to another in most cases.

Future retirement savings value assuming 6% growth.

Monthly Contributions	5 Years	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$58,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider participating in the Plan, a list of which is available on the right. You may then complete a Salary Reduction Agreement (SRA) online at:

www.omni403b.com/SRA

If you are already contributing to your Employer's Plan and you want to change your contribution amount or investment provider, simply complete and submit a new SRA. You can begin or change your contributions as soon as your next payment cycle following our receipt of a completed SRA.

HOW MUCH CAN I CONTRIBUTE ANNUALLY?

In 2021, you may contribute up to \$19,500 if you are 49 years of age and below and up to \$26,000 if you are 50 years of age and over. You may also be entitled to additional catchup provisions like the 15 Year Service Catch-up. Please contact OMNI's Customer Care Center at 877-544-6664 for further details.

Contribution Limits		15 Yr. Service Catch-up (if eligible)	Maximum Employer Contributions	Combined Limit	
Age 49 & below	Age 50 & above			Age 49 & below	Age 50 & above
\$19,500.00	\$26,000.00	\$3,000.00	\$58,000.00	\$58,000.00	\$64,500.00

Looking for Help?

Click the link below for an investment professional to reach out to you.

[School Dist. of La Crosse Plan Detail Page](#)



New accounts may be opened with following approved service providers

- AIG Retirement Services (formerly VALIC)
- Ameriprise Financial/RiverSource
- Aspire Financial Services
- Equitable (formerly AXA)
- Fidelity Management Trust
- Franklin Templeton Funds
- MetLife
- North American Co for Life and Health
- Putnam Investments
- ROTH - AIG Retirement Services (formerly VALIC)
- ROTH - Aspire
- ROTH - Equitable (formerly AXA)
- ROTH - Fidelity Management Trust
- ROTH - MetLife
- ROTH - Wisconsin Education Association
- Thrivent Financial for Lutherans
- Wisconsin Education Association



DISTRICT ACRONYMS

4K	4-year-old Kindergarten
21st Cen	21st Century Grant
Alt Ed	Alternate Education
ASP	After School Program
BGC	Boys & Girls Club
CD	Cognitive Disability
Cross Cat or CC	Cross Categorical
Ctr	Center
EBD	Emotional/Behavioral Disability
EC	Early Childhood
ED	Education
ELL	English Language Learner
Gen	General
HI	Hearing Impaired
HPL	High Performance Learning
ID	Intellectual Disability
Inst	Instructional
Instru	Instrumental
ISS	In School Suspension
KG	Kindergarten

LD	Learning Disability
LMC	Library Media Center
MLT	Mastery Learning Time
OT	Occupational Therapist
Orch	Orchestra
Path	Pathologist
PE or Phy Ed	Physical Education
Pre-K	Pre-Kindergarten
Prg	Program
PT	Physical Therapy
Reg	Regular
SCH PS	School Psychologist
Scie	Science
SLD	Specific Learning Disabilities
Sp Ed	Special Education
Sp/Lg	Speech/Language
Speci	Special
SPI	Spanish Partial Immersion
Sup or Spt	Support
Tech Ed	Technology Education

TECHNOLOGY SERVICES

The School District of La Crosse is heavily dependent on digital resources for teaching, learning, communication, and operations. These guidelines are addressed to any person who is hired as a substitute in our facilities (teachers, teacher assistants, administrative assistants, technology staff, or any others who may act in a substitute capacity).

Thank you for being here! You are provided with a generic substitute login/password to the services you need while using district devices. You will get this information in the school or The Hogan Administrative office. Each category of substitute has different levels of access depending on the purpose of your daily work. Please use ONLY this substitute network/resource access in the building you are serving on that day. If other access is needed, the building principal or supervisor will contact the Director of Technology Services.

AT NO TIME SHOULD YOU USE ANY OTHER EMPLOYEES' NETWORK, SKYWARD EDUCATOR (Gradebook), Gmail, OR OTHER ONLINE RESOURCE LOGIN/PASSWORD unless the employee's supervisor has received explicit authority from the Director of Technology Services in conjunction with the Director of Human Resources. If a person suggests to you that you should use their accounts, please refuse politely; you may also show them this letter. Use of another staff member's login/password is a direct violation of our district administrative policy. (5220.4; 5220.7; 3630.2; 7710.1; 4430.5). Substitute users should assume that NONE of their files, data or usage of district issued devices or services is private or confidential. Any communication or data may be subject to review by school administration and technology network staff. This review may result in a legal referral if necessary.

For Substitute Teachers. Since the district uses Absence Management, teachers have the opportunity to post assignments and directions in the notes area of the assignment for you to access. You may use equipment in the library or other open spaces to access that information. In addition, you may check in the library to request a laptop (limited numbers available.) If you bring your own device, you will connect to the LCSD-Guest network to access your personal online accounts and your Absence Management account. Internet content is filtered, and networks are monitored.

Your LMC Director and office administrative assistants can help you with other procedural questions you may have regarding our instructional technology. While working for us, you may dial 8811 for Technology Services help.

Note: Access to information and online resources are integral to teaching and learning in La Crosse. The school district uses both SAMR and UDL as the basis for our instructional technology environment. We use Apple Inc products (iPads 1:1 grades K-8; MacBook Airs grades 9-12; all teachers have a MacBook Air). We predominantly use the native device application as well as Google Education Suite applications like Gmail and Google Docs. Staff and students have the option for MS Office productivity tools. High school teachers use MS Office predominantly; but the native applications are used heavily for the levels of SAMR beyond substitution of writing. We encourage a high level of multimedia and interactive products by our students to demonstrate their learning in innovative and creative ways. This flexibility allows teachers to use the best tools for the management of their digital classrooms.

New Links

<https://www.cast.org/impact/universal-design-for-learning-udl>

http://www.hippasus.com/rrpweblog/archives/2012/08/23/SAMR_BackgroundExemplars.pdf

<https://www.commonsense.org/education/videos/introduction-to-the-samr-model>

PROFESSIONAL ETHICS

In your role as a substitute, you may have access to student records and reports. These should be handled with extreme care. Many records are of a confidential nature and are maintained to provide information for the professional staff on child development. All such materials should be handled in a confidential manner.

Substitute teachers are responsible for knowing the principles of child development, accepted teaching techniques, educational programs, and the rules and regulations of the School District of La Crosse. These two latter areas can be fulfilled by knowing the information contained in this handbook and by learning as much as you can about the individual schools in which you teach.

As a substitute traveling from school to school, you will observe many styles of teaching. We hope that you will understand that not all teachers teach in the same manner. Make every effort to carry on the program of the regular teacher and to fit in with the schedule.

Maintain professional standards in each substituting situation. This implies you are careful not to criticize a school, teacher, or student outside of the school or in another school. Please remember, the principal is the person to hear any concerns you may have.

Although it is a prerogative seldom used, the district reserves the right to terminate the employment of any substitute. Reasons for such action could include lack of initiative, unsatisfactory teaching, inappropriate use of technology, inability to arrive at work on time, breaching confidentiality, inappropriate manner or language use with students, inability to follow standard requests/directions, or undue difficulty with discipline.

CALLING PROCEDURES

Substitutes whose services are required will normally be called either between 3:30 p.m. and 10:00 p.m. the previous evening or between 5:00 a.m. and 12:00 p.m. the day of the assignment, unless an assignment has been made in advance or unless an absence occurs during the same school day.

The assignment of daily substitutes is made by Absence Management, AbMgt. There is one administrative assistant responsible for the operation of the district's centralized calling system.

The assignment of long-term substitutes is made by the building principal, subject to the approval of the Director of Human Resources.

When using AbMgt, take note of the specifics pertaining to each accepted position including the school, the grade and/or subject, the name of the teacher who will be absent, the reporting and ending times, and the job confirmation number.

The substitute assignments are made considering total school needs. However, priority is given to individuals who demonstrate a willingness to be available without restriction.

If for some reason you need to cancel 48 hours prior to the start of your assignment, please initiate the following 3 steps in order:

- 1) Call and leave a message on the school's voicemail. The school phone number can be found on your sub assignment. DO NOT send an email.
- 2) Remove yourself from the assignment through your online account for that day. This will allow AbMgt to start auto generated calls for your replacement.
- 3) Add a "non-workday" in your online account to eliminate automated calls for that date.

To help keep us in contact, please notify the **Human Resources Administrative Assistant at (608) 789-7953 (24-hour voice mail)** of any change in your address or telephone number. Also, if you accept a long-term substitute position in another district, are temporarily unavailable, or wish to be removed from the substitute teacher list, **please keep your availability updated with AbMgt.**

PROCEDURES FOR THE DAY (TEACHERS)

Unless you have received a late morning call, you are expected to arrive at your assigned school on time as designated under "Teacher Workday" on page 4. Go directly to the main office and sign in with the principal or the building Administrative Assistant. This is necessary for payroll purposes. Also, this is where you will receive instructions, which will help you in your assignment for that day. School procedures, rules, regulations, and your specific assignment will be included. **Substitute assignments are subject to change depending on availability of subs building wide on a given day.**

Obtain the key (if necessary) to the teacher's room and check the teacher's mailbox. Take from it anything pertinent to your teaching day but, leave any personal or United States mail.

Ask about any early morning duties and find out where your first teaching station is located. Begin immediately to familiarize yourself with your teaching day. If you have not received lesson plans at the main office and find none in the teacher's room, let the principal or administrative assistant know immediately.

Other than the thirty-minute duty-free lunch period, please report to the front office for additional assignments during unscheduled time. Unless directed to do otherwise, save graded papers for the teacher to see upon their return to school.

If you have any questions or problems, just ask a neighboring teacher or the principal.

IN THE CLASSROOM (TEACHERS)

Hopefully, most or all the information needed to carry on the regular classroom program will be available to you when you arrive at your teaching station. We request that you follow lesson plans or specific teacher instructions as closely as possible. If there is anything in the lesson plans you do not do, please leave a note of explanation.

There are other things with which you will have to become familiar: seating charts, special schedules, a list of student helpers and their assignments, lunch/recess schedule, bell schedule, bus schedule, special seating for assemblies, emergency procedures (e.g., procedures for fire drills, active shooter drills, tornado drills, etc.), and instructions to follow in case of accident or illness of pupils. Be aware some rules and procedures will vary from building to building such as whether or not to walk students to/from specialists. These are some of the many responsibilities that might be yours in a substitute teaching day.

A dignified, business-like, sensitive, warm, and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become major discipline problems and/or disrupt the teaching atmosphere to the extent that you cannot carry on your duties, know the procedure to use in contacting an administrator to help resolve the problem. In all other normal teaching situations, the substitute teacher is expected to be able to handle the routine discipline problems and any other normal behavior which is exhibited by students.

AT THE END OF THE DAY (TEACHERS)

When you leave your classroom at the end of the day, please see that the classroom is in an orderly fashion, that all windows are closed, and the classroom door is closed and locked.

When you have completed your work, check out with the building Administrative Assistant. Report anything that happened during that day that the principal should know.

Find out at this time, if possible, if your services will be required again for the following day.

Return to the building Administrative Assistant any packets or forms which have been given to you during the period of your substituting.

At the end of your assignment, be sure to leave a comprehensive report for the regular teacher. Indicate the work you covered, any homework assigned, any discipline problems encountered, and notations regarding any departure from the lesson plans of the regular teacher. Positive statements concerning students, or the entire class are important as well.

If it is necessary to contact the teacher about any specific information, obtain the teacher's telephone number from the building Administrative Assistant.

DUTY TO REPORT

2.09 Obligation to Report Criminal Records

All District employees shall notify their immediate supervisor(s) or administrator(s) as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any of the other offenses indicated below:

- A. Crimes involving school property or funds.
- B. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate that would entitle any person to hold or obtain a position as an educator.
- C. Crimes that occur wholly or in part on school property or at a school-sponsored activity.
- D. A misdemeanor which involves moral turpitude (an act or behavior that gravely violates moral sentiments or accepted moral standards of the community).
- E. Providing alcohol, drugs, or any illegally prohibited products to minors, on or off campus.

The arrest indictment, conviction, no contest or guilty plea, or other adjudication may result in employee discipline, up to and including termination, depending upon the circumstances of the offense.

INTERNAL BUILDING PROCEDURE

Classroom materials and supplies should be used with discretion, properly cared for during the day, and left in orderly fashion at the end of the day.

All money collected in the classroom for any reason should be removed from the classroom at the end of the school day and turned into the main office in accord with building procedures.

If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the principal's office and alert the office. **Under no circumstances should a child be released without permission of the principal.**

Order and control should be maintained within classrooms, hallways, playground, or in any area of the school. Techniques other than shouting should be used and **at no time are you to administer corporal punishment.** Again, if you are having a problem, notify the principal.

All cases of accident or illness are to be reported immediately to the school office. **No medicine is to be administered to students.** You are responsible for learning about emergency procedures in each building where you teach.

Information concerning students, which may be confidential in nature, should be kept confidential by the substitute. Appropriate professional language shall always be used.

School District of La Crosse Administrative Policies and Regulations

These policies are general, but very important. They do pertain to all school buildings. Individual schools will also have more specific and detailed policies of which you should become aware. **On the following pages are fifteen (15) policies, 4430.71, 4470.1, 5120, 5120.1, 5220, 5220.1, 5220.2, 5220.4, 5220.7, 5220.72, 5230.11, 5260.1, 5280, 6600, 8320** approved by the Board of Education that are very important to you as a substitute.

Please review the Administrative Policies and Regulations listed below.

4430.71

ANTI-BULLYING

Introduction

The School District of La Crosse strives to provide a safe, secure, and respectful learning environment of all students in school buildings and on school grounds, on school buses, and at school-sponsored activities. Bullying has harmful social, physical, psychological, and academic impact on the bullies, the victims, and the bystanders. The district works consistently and vigorously to address bullying so that there is minimal disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to actual or perceived: national origin; race; ethnicity; religion; gender identity, gender expression, gender nonconformity; sexual orientation; physical attributes; physical or mental ability or disability; and social; economic; citizenship; political affiliation; family status; genetic information; and/or any other factor prohibited by state or federal law.

In short, the School District of La Crosse views bullying as being exposed, repeatedly and over time to negative actions by one or more people. Bullying behavior can be:

1. Physical (e.g., assault, hitting or punching, kicking, theft)
2. Verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the internet - also known as cyber bullying.)
4. Between students and students, students and adults, or adults and adults.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

4430.71

ANTI-BULLYING - ADMINISTRATIVE REGULATIONS

Reporting

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts in writing, confidentially (where possible) to a school administrator (please see "Allegation of Bullying Incident" reporting form). All submitted reports will be carefully reviewed and appropriately addressed.

Investigating Reports of Bullying

When it is determined an investigation is warranted, it will take place in a timely manner to verify the validity and the seriousness of the report. Where appropriate, affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential, where possible, to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that student/adult(s) participated in bullying behavior in violation of the policy, the principal and/or designee may take disciplinary action, from a verbal warning up to and including: suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Student/adult(s) found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior.

Employees found to have participated in bullying behavior or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the Employee Handbook or disciplinary action established by policy or practice.

There shall be no retaliation against individuals reporting bullying incidences. Individuals engaging in retaliatory behavior will be subject to disciplinary action; moreover, disciplinary action may also be appropriate if it has been verified that an individual has made a report for malicious purposes.

Disclosure and Public Reporting

The policy will be distributed annually to all student(s) enrolled in the school district and employees. It will also be made available, upon request, to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. Schools shall engage students in ongoing discussions about bullying, interpersonal skills, and the impact such behavior has on the victim, the accused, families, and school climate.

An annual summary report shall be prepared as part of the school performance state report. The annual report will be available to the public.

REFERENCE: Dr. Dan Olweus' Bullying Prevention Program

Legal Reference: Wis. Stat. §118.13

Adopted by Superintendent's Advisory Team: 07/06/10

Reviewed and revised by the Superintendent's Advisory Team: 05/11/16

Board of Education Informed: 05/13/16

4470.1

CORPORAL PUNISHMENT

Employees of the School District of La Crosse shall not use corporal punishment in any form. Corporal punishment shall be defined as the intentional infliction of pain upon a student. Examples of corporal punishment are, but are not limited to: slapping, paddling, punching, kicking, pinching, striking, and prolonged maintenance of a physically painful position.

Reviewed and revised by the Superintendent's Advisory Team: 12/14/16

Board of Education Informed: 01/11/17

5120

HARASSMENT (EMPLOYEE)

The School District of La Crosse supports an educational environment that is free of harassment and hate. The Board's authority is derived from Wisconsin statutes that allow districts to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is, therefore, the policy of the district that neither students nor employees will be allowed to engage in any form of harassment, hate or intimidation toward other students or school employees.

It is the responsibility of all school district staff and students to ensure that these prohibited activities do not occur.

5120

HARASSMENT (EMPLOYEE) REGULATIONS

- I. The La Crosse School District does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it. It is the policy of the La Crosse School District to maintain a learning environment free of any form of harassment or intimidation toward or between students and employees.
- II. "Harassment" means striking, shoving, kicking, throwing objects at, writing epithets, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient's academic performance.

- III. It is essential that staff and students have a clear understanding of behaviors that fall within the definition of "harassment." Harassment is engaging in any type of conduct that would unreasonably interfere with another's ability to learn or function in the school environment. Examples of behavior which can include, but not be limited to, the following are:
- A. Physical or mental abuse.
 - B. Verbal comments or other expressions which insult, degrade, or stereotype any person or group on the basis of actual or perceived: sex, race, religion, national origin, ancestry, creed, socio-economic status, marital or parental status, pregnancy, sexual orientation, gender identity, gender expression, gender nonconformity, physical, mental, emotional or learning disability, citizenship, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, genetic information, and/or any other factor prohibited by state or federal law.
 - C. Discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance.
 - D. Wisconsin Statute 939.645 (1) (b) states: "Intentionally selects the person against whom the crime under par. (a) is committed or selects the property that is damaged or otherwise affected by the crime under par. (a) in whole or in part because of the actor's belief or perception regarding the race, religion, color, disability, sexual orientation, national origin or ancestry of that person or the owner or occupant of that property, whether or not the actor's belief or perception was correct."
- IV. Students and/or employees who believe they have been subjected to harassment or any parents/guardians who believe their student has been subjected to harassment should report the incidents to the building principal/designee. It is the intent of the La Crosse School District to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, or social worker with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint will report it to their immediate supervisor.
- A. School/Community
A site-based committee, with the support, guidance and leadership of family, administration, and parents, at each school will respond to issues of racism/hate/harassment through a variety of means that will generate information, workshops, and classroom activities.
 - B. Retaliation
Individuals reporting incidents of harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline.
 - C. Policy Dissemination
Every student or student's parent/guardian will receive a copy of the policy each year.
- V. Complaint Procedure
It is important for these Procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputation of all concerned and involved parties.
- VI. Students or school personnel who believe they are the victims of harassment/hate or parents/guardians who believe their child is a victim of harassment/hate, should immediately report their concerns to the principal, social worker, a guidance counselor, or teacher. A parent/guardian may also report the concern to these employees. If an adult employee other than the principal receives the complaint, the employee shall forward it to the principal or other administrator for review and action, as necessary. The principal or other administrator will compose a written record of any verbal complaints.
- VII. Formal complaints will be taken seriously and will be subject to thorough review and investigation by the receiving office or designee. While time periods are established below for the completion of various actions, the reviewing office shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstances do not allow completion within the expected time period.

- VIII. The following procedures will be used:
- A. If informal discussions do not result in the initiation of formal disciplinary procedures, the offending parties may be asked to explain their conduct or behavior to the reviewing officer at the request of the complainant.
 - B. Formal complaints shall be presented in writing to the principal/ designee. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstance of each alleged incident.
 - C. The principal/designee shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment, permitting a response to the allegation, arranging a meeting, and responding to the complaint. Since the district takes these complaints seriously, they will be subject to immediate review and investigation.
 - D. If any party is not satisfied with the report of the principal/designee, a written appeal may be submitted to the Superintendent/designee indicating the nature of the disagreement. The appeal must be filed within twenty (20) calendar days after receipt of the principal/designee's answer. The Superintendent/designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.
 - E. The Superintendent/designee shall provide a written response outlining the findings and dispositions of the appeal within ten (10) calendar days of the date the appeal is filed or ten (10) calendar days after the meeting, whichever is later.

LEGAL REFERENCES: WI Statute 118.13, 939.645(1)(b)

Reviewed and revised by Superintendent's Advisory Team: 05/11/16
Board of Education Informed: 05/13/16

5120.1

SEXUAL HARASSMENT (EMPLOYEE)

I. Declaration of Policy

It is the policy of the School District of La Crosse to provide a work and learning environment free from all forms of discrimination including incidents of sexual harassment or intimidation. No employee, school board member, or student shall be subjected to unsolicited and unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical. The school board will not tolerate any form of sexual harassment.

Any employee who violates this policy is subject to disciplinary action up to and including discharge. Disciplinary action against an employee shall be in accordance with applicable board policy, administrative rules and regulations and the Employee Handbook.

Any school board member who violates this policy is subject to disciplinary action up to and including censuring by the school board and/or removal from committee chairs or other committee assignments.

Any student who violates this policy is subject to disciplinary action in accordance with the Student Code of Rights and Responsibilities.

Any volunteer who violates this policy will have their volunteer privileges revoked.

II. Sexual Harassment

The School District of La Crosse believes that sexual harassment is a form of employee, board member, and student misconduct which undermines the integrity of the employment or staff/student or student/student relationship. All employees and students must be allowed to work in an environment

free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior, which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, may interfere with the work effectiveness of its victims.

A. Sexual harassment may include actions such as:

1. Sex oriented verbal "kidding" or abuse.
2. Subtle pressure for sexual activity.
3. Physical contact such as patting, pinching, or constant brushing against another's body.
4. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning, for example, an individual's employment status.
5. Lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; any non-instructional display of sexually explicit pictures, greeting cards, articles, books, magazines, s or cartoons.

Sexual harassment is a prohibited practice in the School District of La Crosse.

B. It is possible for sexual harassment to occur at five levels:

1. Among peers or co-workers
2. Between supervisors and subordinate
3. By non-employees to employees, or
4. Between an employee and a student(s)
5. Between students and students.

C. An individual who experiences sexual harassment should make it clear that such behavior is offensive to them. In fulfilling the district's obligation to maintain a positive and productive work environment, the administration will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by more direct disciplinary action, if necessary.

D. A form of sexual harassment which may be more difficult for employees to cope with occurs when supervisors offer or threaten to use the power of their position to control, influence or affect the career, salary, or job of another employee (or prospective employee) in exchange for sexual favors.

III. Reporting Procedures

Any person who believes they have been sexually harassed in violation of this policy may file a written complaint with the school or department administrator who in turn will notify the Director of Pupil Services if the alleged instigator is a student and the Director of Human Resources in all other situations.

In the event the alleged instigator is an administrator the person is to directly file a complaint with the Director of Human Resources.

If the alleged instigator is a Director, Executive Director or Associate Superintendent, the complaint is to be filed with the Superintendent of Schools.

If the alleged instigator is the Superintendent of Schools or a Board Member, the complaint is to be filed with the president or vice-president of the Board.

IV. Confidentiality and Non-Retaliation

The identities of the parties involved shall be kept confidential to the extent possible.

No district employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate, or take reprisal action against the complainant or their witnesses during or after the presentation, processing, and resolution of a complaint.

V. Volunteers and Visitors

This policy shall apply to all individuals on school property. Volunteers and visitors who violate this policy shall be removed from District property with referral to appropriate legal authorities if necessary.

VI. Dissemination of Policy

Every employee will receive a copy of the policy and procedures upon hiring.

Every school board member will receive a copy of the policy and procedures upon or before taking the oath of office.

Every student or student's parent/guardian will receive a copy of the declaration of policy and definitions of prohibited conduct as part of the Student Code of Rights and Responsibilities. Discussion of sexual harassment will be included at an age-appropriate level and in the proper context as part of the curriculum.

This policy will be reviewed annually with the supervisory staff in which an understanding of sexual harassment, the board's policies and complaint procedures and the importance of vigilance will be emphasized.

5120.1

SEXUAL HARASSMENT (EMPLOYEE) – REGULATIONS

I. Complaint Procedure

All supervisors are responsible for coordinating federal regulations concerning sexual harassment.

Any complaint shall be presented in writing or orally to the employee's supervisor unless the complaint is against them. In this case the complaint should be presented to the supervisor or the employee's supervisor. Student complaints should be presented to the principal unless the complaint is against them. In this case the complaint should be presented to the Director of Human Resources. If the complaint is submitted in writing, it should include the specific nature of the harassment and corresponding dates and include the name, address, and phone number of the complainant. The supervisor shall notify the Director of Pupil Services if the alleged instigator is a student and the Director of Human Resources in all other situations.

The supervisor shall fully investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed necessary. The supervisor shall give a written answer to the complainant within fifteen (15) working days after receipt of the written complaint and file a copy of the complaint with the Director of Pupil Services if the alleged instigator is a student and the Director of Human Resources in all other situations.

If the complainant is not satisfied with the answer of the supervisor, they may submit a written appeal to the Superintendent, indicating the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the supervisor's answer. The Superintendent or their designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time, to discuss the appeal. The Superintendent or their designee shall give a written answer to the complainant's appeal within ten (10) working days. The Superintendent or their designee may exercise discretionary authority to discipline the employee or student involved if they feel satisfied that the evidence as presented warrants the discipline. The disciplinary measures may be placed into effect until the case is resolved in accordance with applicable Board policy, administrative rules.

Complaints against the Superintendent or Board members shall be filed with the President or Vice President of the Board.

Adopted by the Superintendent's Advisory Team: 05/10/17

Board of Education Informed: 05/19/17

5220

STAFF CONDUCT

The School District of La Crosse has established policies, rules and regulations governing employee conduct and activities. The district believes that there should be universal application of such policies, rules, and regulations for all employees.

The following list is intended to provide concrete examples of types of unacceptable conduct that may lead to discipline. It is not intended to include all types of activity that could lead to discipline. In listing these examples, it is emphasized that the positive contributions of the vast majority of the employees of the district do not include the conduct set forth hereinafter.

- Refusal to follow the approved District curriculum.
- Violation of an established District policy.
- Falsification of any school record or employment application.
- Deliberate destruction of school property or the property of another school employee.
- Fighting or causing physical harm to another employee during working hours or on school property.
- Possessing, using, selling, or buying any alcoholic beverage, non-prescription narcotic, non-prescription hallucinogenic drug, marijuana, non-prescription barbiturate, non-prescription amphetamine, or other intoxicant during working hours or on school premises, or reporting for work under the influence of any of the above.
- Gambling and/or games of chance during work hours or on school property.
- Discussion on professional or personal differences with other staff members, in the presence of students.
- Possession or use of any firearm or other object that could reasonably be considered to be a dangerous weapon during working hours or on school property.
- Unauthorized absence.
- Refusal to follow a supervisor's work-related instructions or the use of threatening language to supervisors in connection with instructions.
- Solicitation for any cause or distribution of written or printed matter on school property during working hours other than established break or lunch periods.

- Sleeping during working hours or taking breaks in excess of approximately determined break time.
- Leaving assigned work site without permission.
- Conducting any business outside of hourly, non -exempt staff members' workday requires prior written permission from their direct supervisor unless it is so minor as to not be worth regarding (i.e., "de minimis".)
- Sexual exploitation, sexual assault and all sexual conduct defined in Chapter 944 of the Wisconsin Statutes is prohibited.
- Theft of school property, the property of another school employee, or the property of a student.
- Divulging confidential information in violation of any state or federal law that guarantees the confidentiality of said information.
- Inappropriate or threatening language directed towards another employee.

LEGAL REFERENCES: Wisconsin Statutes Section 118.24 (1), 119.18

Reviewed and revised by the Superintendent's Advisory Team Revised: 11/14/12
Board of Education Informed: 11/15/12

5220.1

ALCOHOL AND OTHER DRUG USE BY STAFF MEMBER

The district recognizes that the use or abuse of illegal drugs and alcohol has a significant negative impact on workplace safety, worker's compensation claims, sick pay benefits, absenteeism, and productivity. In addition, because our enterprise is educating students, it is paramount that all employees observe the law and District rules regarding drugs and alcohol so that as role models, students may learn from our example.

The district is committed to protecting its students and staff from illegal drug use and employees who are impaired by alcohol or illegal drugs on the job. The district prohibits the possession, use, dispensing, distribution, manufacturing, transferring, or illegal sale of drugs and alcohol on school property, or as part of any school activity, while employees are performing duties as District employees.

Failure to comply with the district policy may result in discipline including oral and/or written reprimand, suspension and termination.

LEGAL REFERENCES: Federal Safe and Drug-Free Schools Act, 1994
Federal Drug-Free Workplace Act, 1988
Federal Drug-Free Schools and Community Act, 1989

Adopted by the Superintendent and Director of Human Resources: 07/24/18
Board of Education informed: 07/27/18.

5220.2

TOBACCO/SUBSTANCE FREE SCHOOL ENVIRONMENT

The School District of La Crosse is dedicated to providing a healthy, comfortable, and productive environment for all of our students, school personnel, and visitors. To that end, "...research indicates smoking is among the chief, single, avoidable behaviors causing death in our society. Tobacco use can have long-term health consequences including many types of cancer, lung disease, and heart disease. Nicotine is defined as an addictive drug present in all forms of tobacco" (American Lung Association, 2014).

It shall be considered a violation of this policy for any student, school personnel, or visitor to the School District of La Crosse to possess, consume, display, or sell any tobacco products, tobacco-related devices, or electronic smoking devices at any time on school property, or at off-campus, school-sponsored activities.

“The American Lung Association is very concerned about the potential health consequences of electronic cigarettes. There is presently no government oversight of these products, and therefore, there is no way for public health, the medical community, or consumers to know what chemicals are contained in e-cigarettes or what the short and long-term health implications might be.”

- American Lung Association, Aug. 25, 2014

Definitions

1. "Smoking" means carrying – or inhaling from – a lighted cigar, cigarette, electronic cigarette (i.e., “e-cig”), pipe or any other lighted, or electronic, smoking equipment.
2. "Use of Tobacco Products,” means smoking (as defined above) any tobacco products, and the chewing or placement of tobacco products in one's mouth.
3. “Electronic Cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.
4. "School Property” includes all facilities and property whether owned, rented, or leased by the School District of La Crosse, and all vehicles.

5220.2

TOBACCO/SUBSTANCE FREE SCHOOL ENVIRONMENT – REGULATIONS

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers alike. All individuals on (or in) school property, and/or supporting a school-sponsored activity, share in the responsibility for adhering to, and enforcing, this policy.

1. Students:

Any violation of this policy by students shall be subject to building student disciplinary procedures as per the District Student Code of Rights & Responsibilities. Help will be offered through the District's Student Assistance Program.

2. School Personnel:

Any violation of this policy shall be subject to but not limited to:

- First offense - Verbal reprimand
- Second offense - Written reprimand
- Third offense - Suspension without pay
- Fourth offense - Possible termination
- An E.A.P. referral is to be offered at each step in the disciplinary procedures. Applicable disciplinary procedures as covered in the Employee Handbook are to be followed.

3. Visitors/Other

Those members of the general public who are observed smoking or using tobacco products in school facilities, vehicles, or on school grounds shall be asked to refrain from doing so. If the individual refuses to comply with the provisions of this policy, they will be instructed to leave the premises. If the individual fails to comply, they will be referred to appropriate supervisory staff for further action.

5220.4

STAFF ETHICS/CONFLICTS OF INTEREST

- I. 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 School District of La Crosse are expected to maintain high standards in their school relationships. These standards include the following:
 - A. The maintenance of just and courteous professional relationships with pupils, parents, staff members, and others.
 - B. The maintenance of their own efficiency and knowledge of the developments in their fields of work.
 - C. The transaction of all official business with the properly designated authorities of the school system.
 - D. Restraint from using school contacts and privileges to promote political viewpoints, sectarian religious views, selfish propaganda of any kind, or for personal financial gain.
 - E. Directing any criticism of other staff members of any department of the school system toward the improvement of the school system.

- II. The Board encourages staff members to express concerns but reminds them that the most effective and professional way of resolution is to bring the concern to the attention of the administrator who has the responsibility for improving the situation. If this approach appears to be unsuccessful, the staff member is reminded and encouraged to use the chain of command, including the Board of Education. The right of the employee to engage in criticism or comments during the school day, at school activities, and/or on school property is limited to that which is neither insubordinate and/or disruptive to the function of the school district. However, no policy or regulation of the district is intended to modify the right of an employee to speak out on issues of public concern. When these issues are related to the School District, however, the employee's expression must be balanced against the interests of the School District. In situations in which the employee is not engaged in the performance of the employee's duties, the employee is advised to make it known that the employee's expression represents the employee's personal view and not necessarily those of the district.

5220.4

STAFF ETHICS/CONFLICTS OF INTEREST – REGULATIONS

- I. Conflict of interest can arise in many situations. It is impossible to identify all types of conflict. At times, it is not easy to distinguish between proper and improper activity. In uncertain situations, employees should contact their immediate supervisor.

- II. The most common conflict situations are:
 - A. No employee or member of their immediate family shall accept any money, gifts of other than token value, unusual hospitality, lavish entertainment, or any other preferential treatment or substantial favors in relation to their employment. No employee of the School District may have a substantial interest (\$15,000 or more) in any contract, purchase of materials, or any other transactions involving School District funds except as provided by law.
 - B. Dealings with vendors and suppliers can be sensitive, with issues of both law and ethics involved. Employees shall respect the confidentiality of any competitive information specifically given them in confidence by present and potential vendors and suppliers.

- C. School District properties shall not be sold, loaned, given away, or otherwise disposed of, regardless of condition or value, except by the methods indicated within existing policies.
- D. Professional ethics encourage that employees refrain from tutoring for pay their own students. Any tutoring for pay, which is in direct and simultaneous competition with the School District of La Crosse, is prohibited.
- E. An employee employed by the district may tutor students for compensation under the following conditions:
 - 1. The employee does not tutor any current student enrolled in their class or program for compensation.
 - 2. No tutoring shall be conducted by an employee for compensation on School District property.
 - 3. The employee shall make all tutoring arrangements with the student's parent or legal guardian.
 - 4. The tutoring arrangement shall be disclosed in writing to the building principal.
- F. Employees are not to use their position with the School District to promote, advertise, and/or sell any product or activity for their own personal financial gain.
- G. An employee's focus while at work shall be on their assigned work. In addition, the effectiveness of an employee during the workday shall not be adversely affected by outside employment.

Legal References: Wisconsin Statutes 19.95 and 118.12

Reviewed and revised by the Superintendent's Advisory Team: 10/09/13

Board of Education Informed: 10/11/13

5220.7

****STAFF USE OF INFORMATION TECHNOLOGY AND COMMUNICATION RESOURCES***

Administrative Policy

- A. The School District of La Crosse (district) recognizes the role of technology in a digital workplace. Staff is to learn and use the district's technology resources to perform tasks associated with their positions and assignments. To that end, the district will provide staff* with appropriate access to its network, devices, and technology systems. In addition, staff has access to the vast resources available by using district and Internet resources for the specific purpose of the educational mission of the district. The district shall select digital resources and devices that meet the instructional or administrative goals and purpose of the district.
- B. When staff uses the district's network and technology systems, their actions and communications are identified as those of the district. As such, staff is to exercise professional judgment at all times when using these systems. If a district staff member chooses to use their personal digital devices in conducting the business of the district, the individual should be aware that the device and all contents on or connected to the device may be subject to search in legal actions initiated by the district or by outside parties. The district is not responsible for this personal device or the integrity of the content on the device.
- C. The use of the technologies and access to the Internet is a privilege, not a right. Any information or communication conducted by staff on district devices or through the network is not private or confidential; the district may monitor, access, or disclose the content of any work of a staff member without prior notification. Staff will be held responsible for their actions when using the technologies or online devices. All district policies and administrative rules apply along with all federal, state, and local laws. Unacceptable uses will result in disciplinary action. Staff activity that may indicate a violation of law could be disclosed to law enforcement or other third parties without prior consent. Conduct demonstrated by intent to violate district policies while using technology may be considered the same as an actual policy violation.

- D. The district is not responsible for:
 1. the accuracy or quality of any advice or information obtained through or stored on the district’s network and digital systems.
 2. any financial obligations arising through unauthorized use of the district’s system or the Internet.
 3. any damages or unavailability of data stored on media or servers or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause.
- E. The district cannot guarantee that all digital materials accessed by staff within the district network will be educationally appropriate. If this does occur without intent, professional, and ethical policies apply. Intentional access in or out of the district using district devices to inappropriate materials or damage to equipment or systems will result in disciplinary action up to and including financial reimbursement and/or dismissal.
- F. The district follows reasonable practices for backup, restore, and records retention based on Wisconsin laws and guidelines to this effect.
- G. Staff will be required to sign understanding of this policy as part of their yearly policy statement signature processes.
*Staff includes employees, volunteers, guest network users, some outside “partners”, and contractors. Network accounts provided to people other than employees will be approved by the Superintendent or designee.

II. **Administrative Regulations**

- A. The district appreciates the work that staff does in educating our students and performing their work responsibilities. To that end, the following regulations provide some guidelines for staff to conduct the work of the district while using digital devices, information, and resources:
 1. Staff shall be required to sign understanding of this administrative policy as part of their opening year policy statement signature processes through the Human Resources Department. In addition, building staff shall know which students have signed the Acceptable Use Code of Conduct and which students have limited Internet access and/or limited disclosure of student directory data per parent request or administrator decision.
 2. Staff will receive appropriate account access and security rights to systems and resources authorized by administration in conjunction with the Technology Services Department.
- B. All electronic accounts provided to staff upon employment will be discontinued as of the date they leave the district.
- C. The district will filter content to its best ability to comply with all local, state, and federal laws as indicated in item D. below.
- D. It is the responsibility of staff to guide, teach, and model responsible use of digital devices and resources through current digital citizenship standards/guidelines, including monitoring students while they are using district digital resources in compliance with all laws including Children’s Internet Protection Act (CIPA), Neighborhood Children’s Internet Protection Act (NCIPA); Child Online Protection Act (COPA). When inappropriate material is accessed or inappropriate action is observed by staff, the appropriate supervisor or administrator should be notified.
- E. Staff should be aware of the content in the district and building student handbooks pertaining to responsible use of digital devices and resources.
- F. Staff will comply with all state/federal laws or district guidelines/practices in ensuring confidentiality of student data including the Family Educational Rights and Privacy Act (FERPA).
- G. Parents may limit the use of their child(ren)’s use of internet resources at school. If this occurs, the district will follow its policies on instructional resources to guide how to accommodate this request and provide an appropriate, reasonable educational experience for that child. Staff will identify themselves in all districts related communications as an employee of the district.

- H. Staff will use district provided resources, storage and backup for documents that are regulated by confidentiality and document/content retention state laws/guidelines. Any personal storage (devices used or cloud accounts) used by staff that could contain district information is accessible to the district without the permission of the owner of the storage. The district will not pay for nor reimburse individuals for individual cloud account storage that is not authorized or provided by the district.
- I. Staff will comply with the following district identified security procedures:
 - 1. No passwords or account information of staff or students will be shared with another person without administrator authorization. Account information may need to be shared with technical staff to service equipment or accounts. If it must be done, technical staff is held to confidentiality of such information.
 - 2. Log off each time a system is not in use by the person. Auto logoff and shutdown procedures will be used where appropriate.
 - 3. Take appropriate measures to secure staff and student devices.
 - 4. Work responsibly with district equipment and resources. Staff will not introduce any functions or data that can damage devices, information, or cause disruption in network functionality or data integrity (e.g., viruses, damage to devices, etc.). Financial reimbursement may include cost of repair, replacement of equipment, data recovery, personnel time, etc.
 - 5. As devices and resources change, staff should follow any communications regarding such use of those devices and resources. If staff chooses to use personal devices, they should not use personal “pass through” accounts to access district email or other accounts.
- J. Staff is given the ability to manage the district assigned electronic devices. Any personal information stored on those devices is fully searchable and subject to any legal request for information. The district holds no liability for any personal information during maintenance processes or failure of the device. Management of files includes items such as:
 - 1. Ensuring appropriate files are stored in appropriate places (e.g., movies, video, personal files, music, etc. should not be stored on centralized storage areas unless specifically designed for that purpose).
 - 2. Purge unneeded communications and files on regular basis (e.g., monthly, or yearly) resulting in wise use of limited resources and compliance with state and federal retention laws.
 - 3. Complying with federal, state, and local laws governing intellectual property, software licenses, copyrights, and use of public technologies. Any resources loaded on those devices may become the property of the district or may be removed at any time. Technology Services Department staff (or their designee) maintains the authorized licenses for software and online services approved and installed on devices.
 - 4. Not use the district network, equipment, or any resources for personal financial gain, conducting transactions, etc.
 - 5. Complying with Wisconsin’s open meetings, public records, and student privacy laws. Staff understands that ANY information stored on district networks online services/domains, and technologies may be considered public record and can be used as evidence in a district level authorized investigation or legal matter.
 - 6. Staff may choose to use online/social networking resources for educational purposes and communication with student/parents/community. District staff may allow students to create ‘accounts’ approved by the district for district devices that are necessary for using ‘cloud’ services, accessing resources, sharing information, turning in assignments, or communicating with teachers (for example). These accounts will be created in full compliance with COPA laws (all terms of agreements, including under age 13 restrictions, will be followed). District domains of any approved resources allows for the use by all district students. If a staff member wishes to have students under the age of

- 13 access online resources not approved by the district procedures that are restricted by age, then procedures to allow parents to set up the accounts with students will be used.
7. All district policies and regulations apply when staff is using electronic resources, devices, or tools.

III. Enforcement of the district technology practices includes the following:

- A. The district reserves the right to use monitoring software and remote desktop resources. Activity shall be recorded as a matter of normal operations (e.g., monitoring, access, removal, and/or disclosure of content on any district device may be done without prior notice to or permission of staff with appropriate district administration authorization). This log will store a list of activities that are conducted on that device and may also be used in the hardware/software troubleshooting/maintenance work of the Department Technology Services. Devices will also be logging this activity and can be accessed for review. Any appropriate search of specific staff electronic files, communications, or activity is ONLY conducted under the following conditions:
 1. Any administrator or supervisor will have reasonable suspicion to request a log of activity on a staff member's district device or account. A staff member may report a concern to an administrator who determines the next course of action.
 2. The administrator will contact the Director of Human Resources or the Superintendent of Schools to discuss the purpose of the review of electronic files, communications, or activity.
 3. Only the Director of Human Resources or the Superintendent of Schools is authorized to direct a review of a staff member's electronic activity and files. The Director of Human Resources or the Superintendent of Schools will contact the Director of Technology Services or their designee with a direct request for information giving the time frame, type of information, and types of activity that should be reviewed. The Director of Technology Services will be informed of any search unless the Director of Human Resources or the Superintendent of Schools determines otherwise.
 4. Any of the Technology Services Department individuals named in #3. above shall provide confidential information collected along with an explanation of the search process to the Director of Human Resources or the Superintendent of Schools. No copies of logs or electronic files of logs shall be kept by the person conducting the search.
 5. The Director of Human Resources or Superintendent of Schools will discuss the results with the administrator making the request for any continued discussion/action.
 6. Monitoring software or remote access resources will NOT be used by any staff member with access to review electronic files for any reason other than the above-named purpose (reasonable suspicion). However, remote desktop access resources will be used by appropriate Technology Services Department staff to troubleshoot computer hardware and software and for file retrieval. If school is in session, Technology Service Department staff will attempt to contact the person (by phone, email, chat, remote desktop notification) before conducting the remote access work.
 7. The only individuals with access to conduct a review of staff electronic files are the Technology Services Director or their designee. No review is to be conducted without the direct authorization of the Director of Human Resources or the Superintendent.
 8. Monitoring resources will be used to report types of activities on devices as part of a regular maintenance cycle to determine the amount of time a device is being used and for what purpose to ensure adequate use of district used equipment. These reports will be used for planning, maintenance, and reallocation of resources, as necessary.
 9. All district policies apply regarding staff action/inaction while using district provided devices, software, or online services.

WI State Statutes: 121.02 (1)(h); 947.0125; 943.70(2)
Federal Statutes: S.487; 47 U.S.C. 254(h) and (l)
Children's Internet Protection Act (CIPA)
Neighborhood Children's Internet Protection Act (NCIPA)
Child Online Protection Action (COPA)
Family Educational Rights and Privacy Act (FERPA)

Adopted: 03/11/09
Reviewed and revised by the Superintendent's Advisory Team: 04/27/16
Board of Education Informed: 05/02/16

5220.72

STAFF USE OF MOBILE PHONES AND OTHER MOBILE DEVICES

This policy only addresses personally owned electronic devices and not district-provided devices.

I. Student

- A. in school buildings based on district and building student handbooks. The administration recognizes the value of students using these devices for educational purposes, maintaining communication with their parents/guardians and other appropriate persons for health, safety, and educational purposes. Such possession or use of these devices may not, in any way:
 - 1. Disrupt the educational process in the school district.
 - 2. Endanger the health or safety of the student or anyone else.
 - 3. Invade the rights of others at school; or
 - 4. Involve illegal or prohibited conduct of any kind.Exceptions to this policy will be dictated by any individual education plan (IEP) requirements.
- B. If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final regarding this issue. In arriving at this determination, the administration shall apply the standards that are stated in this policy in order to determine whether the use of these devices by the student in question violates the standards that are stated in this policy.
- C. Students who repeatedly violate this policy shall be subject to appropriate disciplinary measures, as are determined to be by the administration.
- D. This policy and its implementing rules shall be published annually in student handbooks. Students are responsible for all lost or damaged personal devices.

II. Staff

- A. It is recognized that staff may choose to use their personal devices for personal or school use. If staff chooses to use their personal devices for school district business, the staff member gives permission for the appropriate personnel of the school district to access information on the device upon request following reasonable suspicion as defined in Policy 5220.7. District technology department employees will not repair, program, install tools, or troubleshoot employees' personal device during their workday.
- B. Staff will use professional judgment in conducting personal business with their devices during the workday following all Employee Handbook language.

LEGAL REFERENCE: 118.258 Wisconsin Statutes

Adopted: 12/13/06
Reviewed and revised by the Superintendent's Advisory Team: 05/14/14
Board of Education Informed: 06/06/14

FITNESS FOR DUTY

I. PURPOSE

A. All employees of the La Crosse School District ("District") are expected to report to work fit for duty so that they are able to perform all of their essential job functions in a safe manner. This Policy is to assist the district in maintaining a safe work environment for the benefit of the District's students, teachers, administrators, staff, visitors, and its property.

II. POLICY

A. It is the Policy of the District to conduct a fitness for duty evaluation when there is reasonable doubt about an employee's ability to safely and/or appropriately perform the essential functions of their job due to possible influence of physical, mental, or chemical impairment. Any such impairment which poses a possible threat to the safety of the employee, other employees, students, visitors, or the property of the district will necessitate a fitness for duty evaluation.

B. Employees are obligated to submit to the fitness for duty evaluation as requested by their supervisor and/or District's Director of Human Resources or their designee in accordance with this Policy. Employees are also obligated to sign a release of information form which allows the physician performing the fitness for duty evaluation to inform the District's Director of Human Resources or their designee the results of the employee's fitness for duty evaluation and recommendations.

III. PROCEDURES

A. When a district supervisor or any district management personnel observes a district employee who is not performing their job duties safely, appropriately, or effectively; an odor of alcohol or drugs are present; or when a district employee's behavior is deemed inappropriate, the district supervisor or district management personnel shall remove the district employee from their duty immediately and contact the District's Director of Human Resources or their designee. The district supervisor or district management personnel who removes the district employee from their duties shall document the reasons for such removal by recording the district employee's behavior and noting the names of any witnesses who observed the behavior on the fitness for duty documentation form.

B. The district employee shall then be interviewed by the district supervisor/district management personnel as to whether or not there is need for a fitness for duty evaluation. The district supervisor/district management personnel shall then make a recommendation to the District's Director of Human Resources or their designee as to whether or not there should be a fitness for duty evaluation conducted.

C. If it is determined by the District's Director of Human Resources or their designee that a fitness for duty evaluation is immediately necessary, the district employee shall be escorted by the district supervisor/district management personnel or their designee to the medical facility determined by the district to evaluate the district employee in question. In the event the District's Director of Human Resources or their designee determines that such evaluation is not immediately necessary, the District's Director of Human Resources or their designee shall establish an appointment for the district employee in question to have a fitness for duty evaluation.

D. The fitness for duty evaluation may include asking the employee to undergo testing for chemical levels, referral for psychiatric evaluation, or any other evaluation or follow-up deemed necessary by the medical personnel performing such evaluation.

E. If the medical personnel determine that the employee is fit for duty, the employee is to contact the District's Director of Human Resources immediately to determine their return to work and to review any performance issues arising from the situation.

F. If medical personnel determine that the employee is not fit for duty, the district will arrange safe transportation home for the employee. The employee must then contact the District's Director of Human Resources or their designee on the next general business day. The

employee's immediate supervisor and the district's Director of Human Resources and medical personnel will determine the return to work conditions to be met by the employee. The employee will not be allowed to return to work until cleared for duty by medical personnel as determined by the district.

- G. The management personnel, in consultation with the District's Director of Human Resources or their designee, will determine discipline in situations where misconduct has occurred.
- H. Any request by the district for an employee to submit to a fitness for duty examination will be conducted at no charge to the employee. The employee will be paid for any regularly scheduled hours missed prior to and during the fitness for duty evaluation. However, any referrals by the medical personnel subsequent to the initial fitness for duty evaluation shall be at the employee's expense unless the illness or injury is work related.
- I. Notwithstanding a district employee's compliance with the procedures of this Policy, a district employee is still subject to the district's standard disciplinary policies arising from the district employee's unavailability for work or inability to perform work satisfactorily. Any disciplinary action taken against a district employee, including, but not limited to suspension or dismissal shall be in accordance with the district's standard disciplinary policies and/or the terms of the Employee Handbook whichever is applicable.
- J. The employee is required to cooperate fully with the supervisor, the District's Director of Human Resources or their designee, management, and all medical personnel. The employee must sign consent forms for both the fitness for duty evaluation and the communications of its results to the District's Director of Human Resources or their designee.

IV. EMPLOYEE ASSISTANCE PROGRAMS

- A. If an employee believes that they will not be able to perform their job duties in a safe, appropriate, or effective manner as a result of physical, mental, emotional, or personal problems, the employee is encouraged to voluntarily seek assistance for such problems before their work performance is adversely affected. In the event that an employee voluntarily seeks such assistance, their employment status will not be jeopardized for seeking such assistance.

V. CONFIDENTIALITY

- A. All medical records arising or resulting from any fitness for duty evaluation which are provided to the district pursuant to consent from the employee shall be maintained in the employee's medical file. Such records shall not be released to any unauthorized personnel without the employee's written consent or subpoena in accordance with state or federal law.

Reviewed and revised by the Superintendent's Advisory Team: 11/14/12
Board of Education Informed: 11/15/12

5260.1

EMPLOYMENT REFERENCES AND VERIFICATION (AIDING AND ABETTING SEXUAL ABUSE)

The district shall act in good faith when providing employment references and verification of employment for current and former employees.

Neither the District nor any employee, contractor or agent of the district shall assist another school employee, contractor or agent in obtaining a new position or other employment if they or the district has knowledge of, or probable cause to believe that the other employee, contractor or agent engaged in sexual misconduct with a minor or student in violation of the law. This prohibition does not include the routine transmission of administrative and personnel files. In addition, this prohibition does not apply if the information giving rise to probable cause has been properly reported to a law enforcement agency, or any other authorities as required by local, state, or federal law, AND at least one of the following conditions applies:

- I. The matter has been officially closed or school district officials have been notified by the prosecutor or police after an investigation that there is insufficient information to establish probable cause that the

school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of the law; or

- II. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
- III. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

LEGAL REFERENCES: Wisconsin Statutes Section 118.07- Health and Safety Requirements and 115.31- License or Permit Revocation; Reports: Investigation
Federal Law 20 U.S.C. 7926- Required policy prohibiting school employees, contractors or agents from aiding and abetting sexual abuse.

Adopted by the Superintendent & Director of Human Resources: 07/24/18

Board of Education informed: 07/27/18.

5280

STAFF-STUDENT RELATIONS

The School District of La Crosse is committed to quality educational programs requiring integrity, high ideals, and human understanding. The welfare and achievement of students are dependent upon positive relationships within the school environment. To this end, employees of the School District of La Crosse are expected to develop positive relationships by:

- Maintaining empathy with and respect for students
- Communicating with students in a way which fosters the development of a positive self-image.
- Using discretion in handling confidential information about students
- As much as possible, using credible, positive feedback with students.
- Implementing motivation techniques that enhance self-esteem.
- Modeling and reinforcing behaviors which are expected of students.
- Utilizing problem-solving techniques in correcting and changing student behavior
- Helping students feel worthwhile by recognizing their strengths and abilities.

The use of sarcasm, ridicule, insults, profanity, belittling statements, or sustained yelling will not be tolerated in the school environment.

Employees are expected to develop and expand their skills in sustaining positive student relationships.

Reviewed and revised by the Superintendent's Advisory Team: 03/13/13

Board of Education Informed: 03/15/13

6600

FUNDS MANAGEMENT

- I. All funds generated, collected, or used within each of the district buildings shall be under the financial control of the School District of La Crosse and shall be deposited and accounted for through the district's main financial system. No additional or outside checkbooks or accounting systems are permitted. The only exception to this is staff related "sunshine" funds that consist only of staff member collections for the benefit of social purposes.
- II. The Executive Director of Business Services shall establish procedures to assure strict control of all building funds in accordance with sound budgetary and bookkeeping procedures. Also reference Policy 3740 Fundraising Activities as a related companion policy.

- III. **Definitions:**
 - A. School District Funds: any and all funds that are meant to carry on the district’s purpose and mission including donations, fees, local grants, levied funds, state and federal grants and aids.
 - B. Student Activity Funds and Structure: any and all funds collected directly or indirectly for authorized student activity organizations. Student organizations are student directed and student financed. Each organization must have a codified stated purpose, district appointed advisor, and student representatives that function within the capacity of president, secretary and/or treasurer. Each organization's funds shall be accounted for separately and will not be comingled.
 - C. These organizations must meet periodically to review fund activity. After one year of no activity, the organization shall be deemed inactive, and any remaining funds of the organization shall be distributed to another student organization(s) that benefits as many students as possible. The Executive Director of Business Services shall approve where the funds are disbursed.
 - D. Student activity funds are intended to benefit students.
 - E. At year end, each activity account must have a positive balance.
- IV. **Deposits:**
Any collected funds must be secured in the district provided safe and must be deposited at least weekly. Any individual making a deposit shall be issued a receipt.
- V. **Disbursements:**
All disbursements must be by District issued check. It is NOT permissible to use cash collected or on hand for any disbursement. All disbursements must be initiated via purchase requisition/order, check request, procurement card, or other district approved form.
- VI. **Additional Detail:**
Please reference the Business Office Procedures Handbook for further detail and accompanying forms.

Reviewed and revised by the Superintendent's Advisory Team: 04/09/14
Board of Education Informed: 04/16/14

8320

WEAPONS ON SCHOOL PREMISES

The School District of La Crosse prohibits the possession or use of any weapon or potentially dangerous or disruptive article in school buildings, on school property, or at any school-sponsored activity. For purposes of this policy, “weapons” means explosives, incendiary agents, firearms, ammunition, martial arts equipment, knives, or other weapons of any type. Depending on the circumstances, look-alike weapons may be treated as a weapon. Policy exceptions includes:

- A. Weapons under the control of law enforcement personnel as defined in 2015 Wisconsin Act 23 including law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers.
- B. Items pre-approved by the building administrator as part of a class or individual presentation under adult supervision, or as required by employees to fulfill the work requirements of their job (e.g., starter pistols, theatrical props, etc.).

Adopted by the Superintendent’s Advisory Team: 04/11/18
Board of Education Informed: 04/13/18