



**NOTICE OF THE MEETING OF THE
POLICY COMMITTEE MEETING
SCHOOL DISTRICT OF NEW LONDON
Monday, June 24, 2024**



PURPOSE:

The purpose of this committee is to develop, evaluate, and make recommendations for the implementation of policy.

RESPONSIBILITIES:

To support and achieve the purposes of the Policy Committee, the following responsibilities will be incorporated into the Committee's activities and functions:

- Review and/or revise policies.
- Stay current in the field of school law.
- Conduct research into best-practices.
- Seek input from affected individuals.
- Develop policy drafts in the district's format consistent with the philosophy, culture and goals of the Board.
- Recommend draft policies for Board consideration and action.

Public notice is hereby given, as required by law, that the meeting of the Policy Committee of the School District of New London will be held at **4:30 p.m. on Monday, June 24, 2024**, at the District Administration Building, 901 West Washington Street, New London, Wisconsin 54961.

Matters to be taken up and discussed at this meeting are as follows:

- A. Establish Chairperson and Notetaker
- B. Public Input
- C. Policy/Administrative Guideline review and discussion:
 - 500 Policy Manual and Employee Handbook
 - *510 Personnel Policies Goals (Section Title)*
 - 510 Goals of Personnel Policies
 - 511 Equal Opportunity Employment/Complaint Procedures
 - 512 Employee Harassment
 - *520 General Personnel Policies (Section Title)*
 - 522 Staff Conduct (NO POLICY)
 - 522.1 Employee Alcohol and/or Other Controlled Substances Use
 - 522.2 Tobacco Use on School Premises (see 831)
 - 522.3 Criminal Activities
 - 522.4 Conflict of Interest for Professional Educators with Their Own Children
 - 522.7 Staff Technology Acceptable Use
 - 522.9 Receipt of Gifts or Gratuities
 - 523 Employee Health and Safety (Communicable Disease)

Notice is hereby given that members of the School Board may be present at this committee meeting. Although this may result in a quorum of the School Board being in attendance and, therefore, constitute a "meeting" of the School Board pursuant to State ex. Rel. Badke v. Greendale Village Board, 173 Wis.2d 553 (1993), the School Board will not take any action at this committee meeting.

- 523.1 Staff Physical Examinations
- 523.11 Medical Certification for Illness
- 523.2 Bloodborne Pathogens Exposure Control Plan
- 526 Personnel Records
- 527 Grievance Procedure
- *530 Professional Staff Policies (Section Title)*
- 531 Staff Positions (Job Descriptions)
- 532 Contracts—Certified Staff
- 532.2 Professional Staff Salaries/Fringe Benefits (NO POLICY)
- 532.21 Health Insurance – Continued Coverage Upon Termination of Employment
- 532.31 Family and Medical Leave
- 533 Selection of Certified Staff
- 533.1 Background Checks
- 534 Substitute Certified Staff Employment
- 165.1 Conflicts of Interest—Staff and School Board
- 422.1 Admission of Foreign Exchange Students

D. Establish date and time for next meeting

Notice is hereby given that members of the School Board may be present at this committee meeting. Although this may result in a quorum of the School Board being in attendance and, therefore, constitute a “meeting” of the School Board pursuant to State ex. Rel. Badke v. Greendale Village Board, 173 Wis.2d 553 (1993), the School Board will not take any action at this committee meeting.

SCHOOL DISTRICT OF NEW LONDON
06/24/24 POLICY REVIEW

Name of Policy	Policy Changes	Admin Guideline Changes
500 Policy Manual and Employee Handbook	Reference to online Employee Handbook	N/A
<i>510 Personnel Policies Goals (Section Title)</i>	N/A	N/A
510 Goals of Personnel Policies	No changes	N/A
511 Equal Opportunity Employment/Complaint Procedures	No changes	No changes
512 Employee Harassment	No changes	No changes
<i>520 General Personnel Policies (Section Title)</i>	N/A	N/A
522 Staff Conduct (NO POLICY)	N/A	N/A
522.1 Employee Alcohol and/or Other Controlled Substances Use	Reference to online policies and handbook	N/A
522.2 Tobacco Use on School Premises (see 831)	N/A	N/A
522.3 Criminal Activities	No changes	N/A
522.4 Conflict of Interest for Professional Educators with Their Own Children	No changes	N/A
522.7 Staff Technology Acceptable Use	Forwarded to Technology Committee	Forwarded to Technology Committee
522.9 Receipt of Gifts or Gratuities	No changes	N/A
523 Employee Health and Safety (Communicable Disease)	No changes	No changes
523.1 Staff Physical Examinations	No changes	N/A
523.11 Medical Certification for Illness	N/A	Clarification on days

523.2 Bloodborne Pathogens Exposure Control Plan	Add Transportation Staff	No changes
526 Personnel Records	Remove reference to specific electronic system	No changes
527 Grievance Procedure	No changes	No changes
530 Professional Staff Policies (Section Title)	N/A	N/A
531 Staff Positions (Job Descriptions)	Update language on access of job descriptions	No changes
532 Contracts—Certified Staff	No changes	N/A
532.2 Professional Staff Salaries/Fringe Benefits (NO POLICY)	N/A	N/A
532.21 Health Insurance – Continued Coverage Upon Termination of Employment	N/A	No changes
532.31 Family and Medical Leave	No changes	No changes
533 Selection of Certified Staff	No changes	No changes
533.1 Background Checks	No changes	N/A
534 Substitute Certified Staff Employment	No changes	No changes
165.1 Conflicts of Interest—Staff and School Board	Board request to review	Board request to review
422.1 Admission of Foreign Exchange Students	Board request to review	Board request to review

POLICY MANUAL AND EMPLOYEE HANDBOOK

The School Board Policy Manual is available online which is a resource to enable the individual to become acquainted with the operation of the district and the responsibility which is placed on each individual.

Each employee of the district shall be provided **access to an online** copy of the employee handbook pertaining to their employment.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

Reference to online Employee Handbook

GOALS OF PERSONNEL POLICIES

Personnel policies shall be in conformance with provisions of the current employee contracts and legal requirements. The District Administrator is directed to establish procedures as needed to implement policies.

These policies shall establish conditions that will attract and retain the best qualified personnel who will devote themselves to the education and welfare of district students.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

**EQUAL OPPORTUNITY EMPLOYMENT/
COMPLAINT PROCEDURES**

- A. The School District of New London is an equal opportunity employer. Therefore, personnel hiring and administration in the School District of New London will be conducted so as not to discriminate against employee or applicant on the basis of age, race, religion, disability/handicap, color, national origin, ancestry, creed, pregnancy, marital status, citizenship status, sex or sexual orientation, arrest or conviction record, genetic information, military service, use or nonuse of lawful products off the district's premises during nonworking hours, and declining to attend a meeting or participate in any communication about religious or political matters or any other reason prohibited by state or federal laws.
- B. Reasonable accommodations will be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the School District. A reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a handicap or disability to perform the essential functions of a job or enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.
- C. The district shall accommodate the religious practices of employees to the extent required by law.
- D. It is the intent of the School District of New London to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Discrimination complaints will be processed in accordance with established procedures. Exceptions may be only made in accordance with state and federal laws.
- E. Any employee or applicant for employment who believes that the district or any part of the school organization has in some way violated the district's equal opportunity employment policy may bring forward a complaint in accordance with the procedures established.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): May 11, 2015; February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Title IX Regulation Implementing Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Age Discrimination Act of 1975
Americans with Disabilities Act of 1990
Civil Rights Act of 1991
Immigration Reform and Control Act
Sections 111.31-111.395 Wisconsin Statutes
Section 118.195 Wisconsin Statutes
Section 118.20 Wisconsin Statutes

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 511 - EQUAL OPPORTUNITY EMPLOYMENT/ COMPLAINT PROCEDURES

- A. Anyone who believes he/she has a valid basis for complaint will discuss the concern with the building principal or one of the district's administrative directors who will investigate the complaint and reply to the complainant. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.
1. A written complaint statement will be prepared by the complainant and signed. A complaint form is available (Exhibit 1). The District Administrator will acknowledge receipt of the written complaint within 15 days of receipt of the original written complaint.
 2. The District Administrator, upon receiving such a written complaint, will immediately undertake an investigation of the suspected infraction. He/she will review with building principals and other appropriate persons the facts comprising the alleged discrimination. The District Administrator will decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant within 45 days of receipt of the original complaint unless the parties agree to an extension of time.
 3. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board of Education within 15 days of receipt of the decision. The Board will hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board will make its decision in writing. Copies of the written decision will be mailed or delivered to the complainant and the District Administrator.
 4. A complainant may file a complaint directly, or on appeal, with designated agencies as authorized by state and federal law; Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights-Region V in Chicago, and/or the courts having proper jurisdiction. Teachers and administrators may also appeal to State Superintendent of Public Instruction.
- B. Records of all complaints will be kept for the purpose of documenting compliance and past practices. The records will include information on all levels of the complaint and any appeals. The records should include:
1. The name of the complaint and his/her title or status.
 2. The date the complaint was filed.

3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): May 11, 2015; February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 511 Equal Opportunity Employment

LEGAL REFERENCE: Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Title IX Regulation Implementing Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Age Discrimination Act of 1975
Americans with Disabilities Act of 1990
Civil Rights Act of 1991
Immigration Reform and Control Act
Sections 111.31-111.395 Wisconsin Statutes
Section 118.195 Wisconsin Statutes
Section 118.20 Wisconsin Statutes

No changes

EMPLOYEE HARASSMENT

- A. The School District of New London seeks to provide fair and equal employment opportunities and to maintain a professional work and academic environment comprised of people who respect one another and who believe in the District's high ideals. Harassment is a form of misconduct that undermines the integrity of the District's employment and academic relationships. All employees and students must be allowed to work and learn in an environment that is free from intimidation and harassment.
- B. All new employees will be advised of the employee harassment policy and other harassment educational information as part of the initial employment. All employees will be advised of the policy and other related information at a minimum of every two years.
- C. Harassment or similar unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the District. Intimidation and harassment can arise from a broad range of physical or verbal behaviors (by employees or by non-employees, such as outside contractors or members of the community) which can include, but is not limited to, the following:
 - 1. Physical or mental abuse;
 - 2. Racial, ethnic, or religious insults or slurs;
 - 3. Unwelcome sexual advances, touching or demands for sexual favors, accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment or academic status;
 - 4. Sexual comments, jokes, or display of sexually offensive materials;
 - 5. Sex-oriented name-calling or bullying;
 - 6. Inappropriate staring at another individual or touching of his/her clothing, hair, or body;
 - 7. Asking personal questions about another individual's sex life; and,
 - 8. Repeatedly asking out an employee who has stated that he/she is not interested.
- D. These activities are offensive and are inappropriate in a school atmosphere and in the workplace. This is a serious issue not just for the District but also for each individual in the District. It is the responsibility of the administration and all employees to ensure that these prohibited activities do not occur. An

employee or supervisor may be held individually liable as a harasser and subject to the same penalties that may be imposed upon employers under state or federal law.

- E. Any employee who engages in harassment or similar unacceptable behavior, or retaliates against another individual because the individual made a report of such behavior or participated in an investigation of a claim of harassment or similar unacceptable behavior, is subject to immediate discipline, up to and including discharge.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline
Policy 511 Equal Opportunity Employment/Complaint
Procedures

LEGAL REFERENCE: Sections 111.31-111.395 Wisconsin Statutes
Section 118.195 Wisconsin Statutes
Section 118.20 Wisconsin Statutes
Title VI and VII of the Civil Rights of 1964, as amended
by the Equal Employment Opportunity Act of 1972
Title IX Education Amendments of 1972
Section 504 Rehabilitation Act of 1975
Age Discrimination Act of 1975
Pregnancy Discrimination Act

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 512 - EMPLOYEE HARASSMENT

Any person who believes that he or she has been the subject of prohibited harassment or similar unacceptable behavior or retaliation should report the incident according to the complaint procedures outlined in Policy 511, Equal Opportunity Employment/Complaint Procedures. All such reports will be investigated promptly and will be kept confidential within the bounds of the investigation and the law.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 512 Employee Harassment
Policy 511 Equal Opportunity Employment/Complaint
Procedures

LEGAL REFERENCE: Sections 111.31-111.395 Wisconsin Statutes
Section 118.195 Wisconsin Statutes
Section 118.20 Wisconsin Statutes
Title VI and VII of the Civil Rights of 1964, as amended
by the Equal Employment Opportunity Act of 1972
Title IX Education Amendments of 1972
Section 504 Rehabilitation Act of 1975
Age Discrimination Act of 1975
Pregnancy Discrimination Act

No changes

SCHOOL DISTRICT OF NEW LONDON

POLICY 522.1

EMPLOYEE ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCES USE

- A. Employees have the right to work in an environment that is free from the nonmedical use of alcohol and controlled substances. These substances interfere with the learning environment of students and the performance of students and employees.
- B. The following actions are prohibited by employees in or on school property, any District-owned or contracted vehicle or at school-sponsored activities:
 - 1. The use, possession, dispensing, distribution, manufacture, transfer, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local state and federal statutes); and,
 - 2. Being under the influence of alcohol or controlled substances.
- C. Drug testing will be conducted as a condition of employment.
- D. Employees will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol and controlled substances. Failure to abide by this policy will result in disciplinary action which may include termination of employment. Such disciplinary action shall be done in accordance with state law, established procedures and provision of the current employee agreements. Violation of this policy may also result in referral to law enforcement officials for prosecution under specific local, state, or federal laws.
- E. Tests for the presence of alcohol and/or other controlled substances may be conducted on any current employee when a reasonable suspicion occurs.
- F. The District shall assist staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with controlled substance and alcohol use and abuse. The District will participate in programs, including employee assistance programs, which focus on prevention of drug and alcohol use and abuse and provide intervention and for those employees affected, programs should be part of a network of community services and be provided through both school and community efforts.
- G. A copy of this policy shall be provided to all School District of New London employees via the Employee Handbook and district policies provided online.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 533 Selection of Certified Staff
 Policy 533.1 Background Checks
 Policy 523.1 Staff Physical Examinations

LEGAL REFERENCE:

Reference to online policies and handbook.

SCHOOL DISTRICT OF NEW LONDON

POLICY 522.3

CRIMINAL ACTIVITIES

It is the policy of the School District of New London that employees shall serve as a positive example to students in terms of honesty, integrity, and mature behavior.

An employee convicted of a criminal act will have his/her criminal action reviewed in consultation with legal counsel to determine whether or not it substantially relates to the circumstances of his/her particular job or licensed activity in the district. Should it be determined that an employee's criminal action is substantially related to the circumstances of the job or licensed activity, the employee may be subject to dismissal or other disciplinary action.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

POLICY 522.4

**CONFLICT OF INTEREST FOR PROFESSIONAL EDUCATORS WITH THEIR
OWN CHILDREN**

The Board of Education recognizes the possible conflict of interest which may occur when professional educators have their own children in their building and classes they teach. To prevent a possible conflict of interest, a professional educator who in any way can possibly unfairly influence the process for determining class rank, scholarships, valedictorian/salutatorian awards and other significant recognition or awards, may be removed from any process that can possibly give an unfair advantage to his/her own child(ren).

ADOPTION DATE: March 10, 1997

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

RECEIPT OF GIFTS OR GRATUITIES

It shall be unlawful for any public employee or public official to receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of value which the individual is not authorized to receive from any person, if such person:

- Has or is seeking to obtain contractual or other business or financial relationships with such public employee's employer or the governmental body of the public official; or
- Conducts operations or activities which are regulated by such public employee's employer or the governmental body of a public official; or
- Has interests which may be substantially affected by such public employee's employer or the governmental body of the public official.

The receipt of any gift, gratuity, or anything of value shall not exceed an approximate value of \$100.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

**EMPLOYEE HEALTH AND SAFETY
(COMMUNICABLE DISEASES)**

- A. The District shall cooperate with state and/or local public health agencies in establishing and maintaining appropriate health standards for the school environment, promoting the good health of staff and educating staff in disease prevention methods and sound health practices.
- B. If there is reasonable cause to believe that an employee has a communicable disease that could be detrimental to the health of the employee or others in the school environment, the District Administrator, or designee, may require the employee to submit to a physical examination. A physician's statement indicating whether the employee is in suitable condition to continue working may be required. The District Administrator, or designee, may also consult with state and/or local public health officials concerning the employee's health status and obtain recommendations which will help the District maintain a safe and healthful school environment.
- C. An employee shall be excluded from school if his/her health status poses a significant health risk to others or renders the employee unable to adequately perform his/her job duties and responsibilities. Employees shall be excluded from school in accordance with established procedures. Exclusion may be for a short or long-term period, depending upon the individual case.
- D. The District recognizes that an individual's health status is personal and private. The District will handle information regarding employees with suspected or confirmed communicable disease in accordance with state and federal laws concerning confidentiality.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE

523 - EMPLOYEE HEALTH AND SAFETY (COMMUNICABLE DISEASES)

- A. Each new employee shall provide evidence that he/she is free of communicable disease within 90 days of employment (SS 118.25 and SS 143.17).
- B. It is recommended that employees have physical examinations annually.
- C. Positive TB skin test reactors provide evidence that they are free of communicable disease at time of hire.
- D. Employees who are diagnosed as having a communicable disease that poses a significant risk of transmission to others in the school environment or renders them unable to adequately perform their job duties and responsibilities shall be excused from work. The length of time an employee is excused shall vary depending upon the individual case.
- E. The determination as to whether or under what circumstances an employee's communicable disease poses a significant health risk to others in the school environment or makes adequate performance impossible shall be made by the District Administrator, or designee, in consultation with local and/or state public health officials.
- F. Before making a determination that an employee should be excused from work, the District Administrator, or designee, shall inform the employee of the reasons for the contemplated action and shall consider any information the employee may choose to offer regarding his/her condition. The District Administrator, or designee, shall also consider whether a reasonable accommodation could eliminate the health risk to the employee or others and/or permit adequate performance.
- G. The District Administrator shall provide written notice to any employee excused from work pursuant to this procedure. Employees so excused may utilize any applicable alternative employment opportunities provided under existing Board policies and/or employee handbook provisions (e.g., sick leave, unpaid or paid leave of absence, reassignment). Employees shall not be guaranteed continued or renewed employment except to the extent provided under such policies or provisions.
- H. Appeals:
 - 1. Employees excused from work pursuant to this procedure may appeal the District Administrator's determination or action according to the grievance policy.

2. Employees excused from work pursuant to this procedure and not subject to a collective bargaining agreement may appeal the District Administrator's determination or action as follows:
 - a. Complaints must be made in writing, signed by the grievant, and submitted within five (5) school days of the disputed determination or action. The complaint must contain:
 - (1) A statement of facts;
 - (2) A statement of the relief requested; and
 - (3) Any other necessary medical information.
 - b. If the determination or action was made by someone other than the District Administrator, an appeal may be made to the District Administrator. The District Administrator will confer with the parties involved and render a written decision within ten (10) days of receipt of the complaint.
 - c. A grievant who remains unsatisfied with the District Administrator's decision may appeal to the Board. This appeal must be made in writing, signed by the grievant, and submitted to the Board President within five (5) days of the District Administrator's decision and must state the reasons for disagreement with that decision. The Board will afford the grievant a hearing, upon request, and will render a written decision within ten (10) days of receipt of the appeal or (if a hearing is held) conclusion of the hearing.
 - d. Appeals beyond the Board may be made in accordance with state and federal laws and regulations.
 - e. If the original determination or action was made by the District Administrator, an appeal may be made directly to the Board as outlined above.
 - f. Except to the extent prohibited by law or Board policies, an employee may be excused from work during the appeal.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 523 Employee Health and Safety

LEGAL REFERENCE:

No changes

STAFF PHYSICAL EXAMINATIONS

As a condition of employment, new District employees shall complete a health examination performed by a qualified medical practitioner. As required by state law, the practitioner who performs the examination must complete a report of the examination and be able to make confidential recommendations therefrom to the District and to the employee. Any such new-employee health examination shall include a screening questionnaire for tuberculosis (approved by the Wisconsin Department of Health Services) and, if indicated, a test to determine the presence or absence of tuberculosis in a communicable form. To the extent provided under state law, freedom from tuberculosis in a communicable form is a condition of employment.

By policy or rule, the District may require employees to complete additional health examinations at specified intervals. Any such additional examination may include the completion of a screening questionnaire for tuberculosis that is administered by a qualified medical practitioner, school nurse, or registered nurse.

The initial employment health examination and any interval-based re-examinations that are required under this policy shall be conducted at no cost to the employee. To the extent permitted or required by law, the administration may differentiate the specific scope and timing of employee health examinations based upon the position and duties that the employee is expected to perform.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): December 20, 2010; February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE: Wis. Stats. 118.25

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 523.11 - MEDICAL CERTIFICATION FOR ILLNESS

- A. Staff person(s) not eligible for Family or Medical Leave (FMLA) who developed a prolonged sickness, serious health condition(s), requires surgery, or other serious health problem which results in the staff person(s) being absent ~~for more than~~ three (3) consecutive days or more, ~~is~~ may be required to submit notice of medical leave upon request.
- B. In circumstances where abuse of sick leave is suspected, a doctor's medical release (excuse) may be required and submitted to the District Administrator for Board action. The ~~medication-medical~~ release must state the general cause(s) for the medical leave of absence. If a medical release is not received, the staff person may be subject to disciplinary action.
- C. Prior to returning to work the staff person(s) must submit from a doctor a medical release indicating the staff person(s) is ready to return to work and can assume all responsibilities required by the job. The medical release must be received one week prior to the staff person(s) return so the district may make adjustments to the work schedule if necessary.
- D. If the staff person(s) can return to work but is not capable of undertaking the full responsibilities required by the job, the medical assurance certification will need to indicate the following items:
1. Reason(s) why he/she cannot perform the full job description.
 2. What he/she can and cannot do.
 3. Statement or description of working conditions required by him/her.
 4. When he/she will be able to assume full job responsibilities. In this case, another medical assurance certification will be required and indicate the staff person(s) can assume the regular job responsibilities.

ADOPTION DATE: January 10, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

Clarifying days

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

- A. In accordance with the OSHA Bloodborne Pathogens Standards, 29 CFR 1910.1030 Appendices A and B, the following exposure control plan has been developed for the School District of New London. Pursuant to Statute 101.055, DILHR is required to adopt and enforce health and safety standards equal to those offered private employees as administered by the Occupational Safety and Health Administration (OSHA).
1. Significant exposure refers to an exposure which carries the potential for transmission of HBV (Hepatitis B virus) and HIV (AIDS virus). Since other infectious diseases can also be transmitted by significant exposure to blood or body fluids, this policy may be used to document any such exposure.
 2. Under Wis. Stats. Sec. 146.025(1)(em), "significantly exposed" means a sustained contact which carries a potential for transmission of HBV and/or HIV, by one or more of the following:
 - a. Transmission, into a body orifice or onto mucous membrane of blood, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid, or other body fluid that is visibly contaminated with blood.
 - b. Exchange during the accidental or intentional infliction of a penetrating wound, including a needle puncture of blood, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid, or other body fluid that is visibly contaminated with blood.
 - c. Exchange, into an eye, an open wound, an oozing lesion, or where a significant breakdown in the epidermal barrier has occurred, of blood, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid, or other body fluid that is visibly contaminated with blood.
- B. The School District of New London's Exposure Control Plan is designed to eliminate or minimize employee exposure to blood or other potentially infectious materials (OPIM). This plan includes an exposure determination for this workplace, the schedule and methods of implementation, and the procedure for the evaluation of circumstances surrounding exposure incidents.
- C. School personnel who are most at risk for occupational exposure include those employed in the following categories:

1. School health personnel (nurses, health aides).
2. Secretaries/aides who provide first aid on a regular basis.
3. Playground supervisors.
4. Special education staff (CD/ED/EC).
5. Coaches.
6. Custodial staff.
- 6.7. **Transportation staff.**
- 7.8. Other staff whose job description may include first aid duties on a regular basis.

D. A list of tasks and procedures performed by employees in the above job classifications in which exposure to bloodborne pathogens may occur has been developed below. This exposure determination shall be made without regard to the use of personal protective equipment.

1. Care of minor injuries that occur within a school setting, i.e., bloody nose, scrape, minor cut;
2. Initial care of injuries that require medical or dental assistance, i.e., damaged teeth, broken bone protruding through the skin, severe laceration;
3. Care of students with medical needs, i.e., catheterizations, tracheotomy, colostomy, injections;
4. Care of students who need assistance in daily living skills, i.e., toileting, dressing, handwashing, feeding, and menstrual needs;
5. Care of students who exhibit behaviors that may injure themselves or others, i.e., biting, hitting, scratching;
6. Care of an injured person in laboratory setting, vocational education setting, or art class;
7. Care of injured person during a sport activity;
8. Care of students who receive training or therapy in a home-based setting; and,
9. Cleaning tasks associated with body fluid spills.

E. The biology curriculum does not currently include blood-typing, whereby students and instructors lance the skin to produce a drop of blood for analysis under a microscope. These affected employees will be included under this plan should the biology curriculum change to include blood-typing.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): February 12, 2018

| REVIEW DATE(S):

| CROSS-REFERENCE: Administrative Guideline

| LEGAL REFERENCE:

| Add Transportation Staff

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 523.2 - BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The district will follow procedures as outlined in the Bloodborne Exposure Plan from Safe Schools.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 523.2 Bloodborne Pathogens Exposure Control Plan

LEGAL REFERENCE:

No changes

PERSONNEL RECORDS

The District will maintain personnel records for all employees. The records will be utilized for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees and for meeting Board, state, and federal educational reporting requirements.

The personnel file will include application for employment, references, credentials and records relative to compensation, evaluations, and other matters as may be considered relevant to this policy. Evaluations may also be kept electronically ~~within the My Learning Plan Educator Effectiveness System.~~

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

~~Remove reference to specific electronic system~~

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 526 - PERSONNEL RECORDS

Employees may inspect personnel files in accordance with the provisions of the current employee handbook. Access will not be granted to references and other material provided to the district on a confidential basis prior to employment.

The District Administrator or his/her designee will be the records manager for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files. Placement of materials in the personnel files will be in accordance with personnel policies and will be at the discretion of the District Administrator or his/her designee.

No complaint, suggestion, recommendation, or evaluation will be placed in the file without the signature of the person making the comment. Personnel records will be administered in accordance with current employment agreement.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 526 Personnel Records

LEGAL REFERENCE:

No changes

GRIEVANCE PROCEDURE

A. Definitions:

1. A grievance shall mean a dispute regarding the application of Board policies pertaining to an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this Grievance Procedure unless it is in writing and contains all of the following:
 - a. The name and position of the grievant;
 - b. A clear and concise statement of the grievance;
 - c. The issue(s) involved;
 - d. The relief sought;
 - e. The date the alleged violation took place;
 - f. The specific provision of the Employee Handbook (including Board Policy) or workplace safety rule alleged to have been violated; and
 - g. The signature of the grievant and the date.
2. The term "days" means regular business days (Monday through Friday) other than holidays regardless of whether the employee is scheduled to work. The time limits within which action is to be taken under this Grievance Procedure shall be computed by excluding the first day and including the last day.
3. A "grievant" is an employee as defined by state statutes governing this Grievance Procedure. At the grievant's request and cost, the grievant may appear at any step herein with a representative of his/her choice.
4. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or Board Policy related to: safety of the physical work environment; the safe operation of workplace equipment and tools; provision of protective equipment; training and warning requirements; workplace violence; and accident risk.
5. "Discipline" means oral reprimands (where a written record of the

reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

6. "Termination" means discharge from employment. Non-renewals (as pertains to administrators and teachers) and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

- B. This policy will be effective for any employee of the School District of New London.

ADOPTION DATE: September 26, 2011

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Wisconsin Act 10

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 527 - GRIEVANCE PROCEDURE

A. First Step.

1. The grievant shall present a written grievance to his/her immediate supervisor within ten (10) days after the facts and circumstances upon which the grievance is based are known or should have reasonably become known, the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall provide a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.
2. An employee who has been notified of termination may process the grievance commencing at the Third Step.

B. Second Step.

1. If the grievance is not satisfactorily resolved at the First Step, the grievance may be submitted to the District Administrator within five (5) days after the grievant receives the First Step response. Thereafter, the District Administrator, or his/her designated representative, will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this Grievance Procedure and otherwise properly processed as required by this Grievance Procedure. If the District Administrator is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

C. Third Step.

1. If the grievance is not satisfactorily resolved at Second Step, the grievance may be appealed within ten (10) days after the grievant receives the Second Step response. The grievant shall submit a written statement specifically describing the reason(s) for the appeal to the District Office. If the Second Step decision is based, in whole or in part, on the basis of timeliness, scope of this Grievance Procedure or other failure of the grievant to properly follow this Grievance procedure, the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision addresses only the merits of the grievance, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs

incurred by the IHO will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance exhibits and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments. The IHO shall provide the parties a written decision.

2. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of the Employee Handbook (including Board Policy) or the workplace safety rule that forms the basis for the grievance.

D. Fourth Step.

1. Either party may appeal an adverse determination at Third Step to the School Board by filing written notice the District Office within ten (10) days of the receipt of the decision of the IHO. The Board shall, within thirty (30) days, after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A majority vote of those members of the Board present shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

- E. Timelines - Failure to process a grievance by the grievant within the time limits, or agreed upon extensions, shall constitute waiver of the grievance and the grievance will be considered dismissed and resolved on the basis of the District's last answer. Failure of a District representative to meet the time limits shall cause the grievance to move automatically to the next step in the Grievance Procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this Grievance Procedure are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.
- F. Exclusive Remedy - This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this Grievance Procedure shall prevent any employee from addressing concerns regarding matters not subject to this Grievance Procedure. Matters

not subject to the Grievance Procedure that are raised by employees shall be considered by District representatives who have final authority, subject to any applicable Board policy or directive, to resolve the matter.

ADOPTION DATE: September 26, 2011
REVISION DATE(S): February 12, 2018
REVIEW DATE(S):
CROSS-REFERENCE: Policy 527 Grievance Procedure
LEGAL REFERENCE: Wisconsin Act 10

No changes

SCHOOL DISTRICT OF NEW LONDON

POLICY 531

STAFF POSITIONS (JOB DESCRIPTIONS)

It is the policy of the School District of New London to establish job descriptions for all positions.

Job descriptions will detail job functions and will be available upon request~~contained in a separate booklet/binder or electronic format and be available for staff to access~~. The job description shall comply with the format established by the district.

Job descriptions may be reviewed periodically to update and clearly describe the expectations of each position. New job descriptions shall be presented to the Board of Education for positions that are supervisory (those who evaluate others) or administrative.

ADOPTION DATE: March 13, 2006

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

Update language on access of job descriptions

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 531 - STAFF POSITIONS (JOB DESCRIPTIONS)

Job descriptions will be developed by the supervisor with input from the person currently holding the position, if available.

After a job description has been developed, it will be submitted to the office of the District Administrator for review. If acceptable, the job description will be reviewed by the Director Team.

ADOPTION DATE: March 13, 2006

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 531 Staff Positions (Job Descriptions)

LEGAL REFERENCE:

No changes

CONTRACTS—CERTIFIED STAFF

Contracts with individual certified staff members shall be in writing and signed by the Board President and Clerk in accordance with state law. All items included in the individual contract shall be subject to provisions of the current employee handbook.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

**ADMINISTRATIVE GUIDELINE
532.21 - HEALTH INSURANCE - CONTINUED COVERAGE UPON
TERMINATION OF EMPLOYMENT**

The Board will make available continued medical coverage by offering those employees terminating their employment, and/or their spouses, the benefit of enrollment in group health insurance. Duration is consistent with COBRA. The terminating employee, or spouse, shall be responsible for paying the premium of the health insurance coverage.

ADOPTION DATE: January 10, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON**POLICY 532.31****FAMILY AND MEDICAL LEAVE**

The School District of New London recognizes the need for employees to request family and medical leave. The following procedure outlines the guidelines within which employees are eligible to receive family and medical leave governed by state and federal FMLA law.

ADOPTION DATE: March 13, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 532.31 - FAMILY AND MEDICAL LEAVE

- A. To be eligible for leave under federal law, an employee must have been employed by the District for at least twelve months, must have worked at least 1,250 hours during the twelve-month period immediately preceding the commencement of the requested leave. To be eligible for leave under state law, the employee must have been employed for more than 52 consecutive weeks and have been paid for at least 1,000 hours in the 52 weeks immediately preceding the request for leave. The kind and amount of leave available under this policy, as well as an employee's rights during leave, depend on whether the employee meets the above requirements.
- B. The District provides family and medical leave for eligible employees under the following circumstances:
 - 1. For the birth of the eligible employee's child and to care for a newborn child;
 - 2. For placement with the eligible employee of a child for adoption or foster care;
 - 3. To care for an eligible employee's spouse, child, or parent with a serious health condition.
 - 4. Because of a serious health condition that makes the eligible employee unable to perform any of the essential functions of the employee's job.
- C. If leave is requested due to an employee's own serious health condition or the serious health condition of an employee's spouse, child, or parent, the District requires that the leave request be supported by certification issued by the health care provider or the health care provider of the employee's spouse, child or parent. The District reserves the right to certify all information permitted by law. Failure to provide the District with timely and responsive certification from a health care provider within fifteen (15) days of the District's request for certification may result in denial of the leave.
- D. In conjunction with the certification provided by a health care provider, the District reserves the right to determine whether an illness, injury, impairment, or physical or mental condition constitutes a serious health condition entitling you to family or medical leave under state or federal law. In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care: admission to hospital, hospice or residential medical care facility, including any period incapacity or subsequent treatment in connection with or consequent to such inpatient care.
2. Absence Plus Treatment: a period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
 - a. Treatment two or more times a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider.
 - b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
3. Pregnancy: any period of incapacity due to pregnancy, or for prenatal care.
4. Chronic Conditions Requiring Treatments: a chronic condition which:
 - a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and,
 - c. May cause episodic rather than continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)
5. Permanent/Long-Term Conditions Requiring Supervision: a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or employee's family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's disease, a severe stroke, or terminal stages of a disease.
6. Multiple Treatments (Non-Chronic Condition): any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy) or kidney disease (dialysis).

- E. Under federal law, if an employee meets the eligibility requirements in Section A, an employee is entitled to a total of twelve work weeks of leave during a twelve month period for any of the reasons stated in Section B. The twelve-month period utilized by the District in applying this policy is defined as the calendar year. The District will treat use of family or medical leave under this policy as simultaneous use of state and federal leave entitlements whenever permitted by law. Under state law, if an employee meets the eligibility requirements in Section A, an employee is entitled to:
1. A total of six weeks of leave for the birth of an employee's natural child and/or the placement of a child with the employee for, or as a precondition to, adoption;
 2. A total of two weeks of leave to care for a covered family member with a serious health condition; and,
 3. A total of two weeks of leave if an employee cannot perform his/her employment duties due to a serious health condition, as described in Section B.
- F. Leave available under this policy may be taken in full, and, under certain circumstances, may also be taken intermittently (e.g., one week at a time) or on a reduced leave schedule (e.g., consecutive hours at a time).
- G. Compensation.
1. Generally, leave taken under this policy is unpaid. However, for leaves governed exclusively by federal law, an employee must use the following leaves provided by the District, if available:
 - a. Vacation or personal leave, if available, for any family or medical leave;
 - b. Accrued paid family leave (i.e., paid leave covering the particular circumstances for which the employee is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and,
 - c. Accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the employee's own serious health condition.
 2. For leaves governed exclusively by federal law, the District reserves the right to require employees to use paid leave for leave that would otherwise be unpaid FMLA leave taken under this policy. However, employees may not substitute paid sick leave or paid medical leave for leave taken under this policy in any situation where the District would not normally provide such paid leave.
 3. For leaves governed by state law, employees may substitute paid or unpaid leave which he/she has earned and accrued for leave taken

under this policy, if available. The District reserves the right to deny substitution as permitted by law.

H. Continuation of benefits:

1. An employee will remain eligible for group health insurance benefits under the District's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if an employee had been actively employed during the entire leave. However, an employee has the option of choosing not to retain such coverage during family or medical leave if he/she prefers.
2. During leave taken under this policy, the District will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. Employees are responsible for paying his/her portion of health insurance premiums regardless of whether the family and medical leave is paid or unpaid. It is the responsibility of the employee to make arrangements with the District Payroll Clerk for making premium payments for group health insurance during leaves.
3. To the extent permitted by law, the District reserves the right to require an employee to place up to eight weeks' health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty days late.
4. An employee's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the District's policy regarding provision of such benefits when an employee is on other forms of leave.

I. To the extent required by law, when an employee returns from family or medical leave, he/she will be returned to the same position he/she held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. This policy does not entitle he/she to any right, benefit, or position of employment other than those to which he/she would have been entitled had he/she not taken leave. The District reserves all rights concerning restoration of equipment or denial of same under state or federal law.

J. Required advance notice.

1. An employee must provide the District with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable, e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for an employee's own serious health condition or that of a family member. When requesting partial or intermittent leave in connection with child birth or adoption, the employee must provide at least as much notice as required for taking other non-emergency or non-medical leave, as

well as a definite schedule for consideration. Where advance notice is not practicable due to uncertainty as to when leave will be requested to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable.

2. An employee must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a completed application form.
3. When planning medical treatment, an employee should consult with the District and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the health care provider. An employee is ordinarily expected to consult with the District in order to work out a treatment schedule which best suits the employee's needs, as well as the District's.

ADOPTION DATE: March 13, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 523.31 Family and Medical Leave

LEGAL REFERENCE:

No changes

SELECTION OF CERTIFIED STAFF

When a vacancy in the professional staff occurs, the administrative staff will be responsible for seeking out the best possible candidates for the position.

Certified staff will be contracted by the Board, upon recommendation of the District Administrator. In the event a person recommended by the District Administrator is rejected by the Board, it will be the responsibility of the District Administrator to make another nomination.

All persons nominated for employment should meet all qualifications prescribed in the position's job description and all qualifications established by law for the position for which the nomination is made.

Certified staff vacancies will be posted in accordance with provisions of the current employee agreement.

ADOPTION DATE: June 14, 1999

REVISION DATE(S): March 13, 2006; February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 533 - SELECTION OF CERTIFIED STAFF

- A. When a position becomes vacant or a new position is created, notice of such available position will be posted at designated sites established by the district, as well as forwarded to all staff via e-mail. The position will be posted in the district and outside the district at the same time.
- B. All applications will be accessed and stored through the district's electronic system (WECAN). Principals and/or Directors who will be conducting the interviews will be granted access.
- C. Current staff wishing to apply for a position which is posted, must submit a letter of interest to the District Administrator by the posting closing date.
- D. Interviews will not be held until after the closing date, unless approved by the District Administrator. All applications and all interview materials are to be forwarded to the District Administrator. These materials will be kept for three (3) years after the interview.
- E. Upon completion of at least three (3) telephone reference checks and a background check, the District Administrator or designee will meet with the candidate to review the contract and hiring terms.
- F. The final candidate will then be presented to the Board of Education for approval.
- G. The final candidate will be required to undergo a physical/drug screening in accordance with the district requirements.

ADOPTION DATE: June 14, 1999

REVISION DATE(S): March 13, 2006; February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 533 Selection of Certified Staff

LEGAL REFERENCE:

No changes

BACKGROUND CHECKS

- A. Prior to employment, the district will conduct a background check through various organizations designated by the district for the following classifications:
 - 1. Administrative Staff.
 - 2. Certified Staff.
 - 3. Support Staff.
 - 4. Other staff members hired by the district not included in the above classifications.
 - 5. Substitute teachers/aides.
 - 6. Coaches/advisors.
- B. Background checks will also be required for volunteers, depending upon their involvement with students, and intern students/student teachers/practicum students where a background check has not been completed by the university or depending upon their involvement with students.
- C. The organizations used for the background checks will be based upon the type of position held within the district.
- D. If a background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the authorization form, his/her application for employment/volunteer may be rejected.
- E. If the crime records check confirms a conviction or pending charge which the candidate acknowledged on the authorization form, a determination will be made whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied. Consultation with legal counsel may be required.
- F. If time is of the essence and the background check cannot be completed prior to the first day of work, employment will be contingent upon a clear background check. Appropriate precautions will be taken to protect the safety of the children during the interim.
- G. Background checks may be conducted on any current employee/volunteer when a reasonable suspicion occurs.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): March 13, 2006; February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

SUBSTITUTE CERTIFIED STAFF EMPLOYMENT

The District Administrator shall ensure that classrooms are staffed by qualified individuals when the regular classroom teacher is unavailable.

ADOPTION DATE: March 13, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 534 - SUBSTITUTE CERTIFIED STAFF EMPLOYMENT

Substitute teachers shall be employed for short or long-term periods of time in the absence of regular teachers.

All substitute teachers shall have the necessary certification, license or permit required by state law to serve in the specific substitute assignment. Short-term substitute teachers are employed for no more than 20 consecutive days in the same teaching assignment. Long-term substitute teachers are employed for 21 or more consecutive days in the same teaching assignment.

Substitute teachers shall be compensated at a per day rate approved by the Board of Education. When a substitute teacher replaces a regular staff member for 10 or more consecutive school days, the substitute shall be paid at a rate approved by the Board of Education for every day past the 10th consecutive school day,

The District shall use an electronic program for coordinating substitute coverage.

ADOPTION DATE: March 13, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 534 Substitute Certified Staff Employment

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

POLICY 165.1

CONFLICTS OF INTEREST—STAFF AND SCHOOL BOARD

Board members and employees of the School District of New London will be expected to perform their duties according to the highest ethical standards, free not only from all conflict of interest but also from the appearance of such conflict.

A. Gifts.

1. School district employees and Board members will not accept gifts, favors, or any such other offers or series of offers from a vendor or representative of any business or commercial entity. This, however, will not preclude the acceptance of complimentary advertising or promotional tokens of purely nominal value such as calendars, rulers, etc.
2. No school district employee or Board member will accept a gift from any person seeking preferential or special treatment of any kind.

B. Purchases.

1. School district purchases from district employees with a vested interest in any outside business that might be construed as profitable are prohibited.

C. Employment (nepotism).

1. In order to promote sound management policies and procedures and to avoid actual or potential conflicts of interest, no close relative of an employee of the School District of New London will be appointed to any position where, as a result, he/she would be directly supervising or receiving direct supervision from a close relative.
 - a. "Close relative," for the purpose of this policy, will be defined as spouse, parent, guardian, brother, sister, son, daughter, brother-in-law, sister-in-law, or grandparent.
 - b. "Direct supervision" includes but is not limited to, the authority, responsibility, or power to appoint, dismiss, promote, demote, evaluate, or recommend salary adjustments, or to participate in or recommend the appointment, dismissal, promotion, demotion, or salary adjustment of an applicant or employee. Such supervisors and those they supervise include:
 - (1) The superintendent pertaining to all school district employees;

- (2) The director of business services pertaining to financial service, food service, contracted service employees, maintenance and custodial employees;
- (3) The director of pupil services pertaining to all psychological service, EEN itinerant specialists and assistants, building level special education personnel, school counselors, psychologists, and nurses;
- (4) The director of curriculum and instruction pertaining to non-EEN itinerant specialists and assistants, and all instructional personnel;
- (5) The elementary principals pertaining to all building personnel in their respective buildings;
- (6) The middle school principal and assistant principal pertaining to all building personnel in the middle school building;
- (7) The high school principal and assistant principal pertaining to all building personnel in the high school; and,
- (8) The high school assistant principal/activities director pertaining to all building personnel in the high school and coaches and advisors.
- (9) Members of the Board of Education are not considered to have direct supervisory responsibility except in such situations when they are called upon to act specifically on matters of appointment, dismissal, promotion, demotion, or salary adjustment of an individual applicant or employee. Members of the Board of Education may avoid conflict of interest in such situations by abstaining from the aforementioned actions.

- D. Each person seeking initial employment in the School District of New London will state in his/her application his/her relationship, if any, to any person presently employed. That applicant will be informed of the positions for which he/she is ineligible, and the reason why. If, after appointment of an applicant, it is found that information of relationship was withheld or falsely given, the applicant will be subject to immediate dismissal.
- E. Any cases of potential conflict of interest existing prior to original adoption of this policy on May 9, 2005, or resulting from subsequent marriage, should be reviewed regularly by the District Administrator/designee who will make an effort to eliminate conflicting positions through reassignment of supervision or transfer.

- F. Nothing in this policy will be construed as disparaging or discouraging the appointment of close relatives for positions which are not designated by this policy as being in conflict, or to reflect upon the integrity or good judgment of any person in the employ of the School District of New London. Further, nothing in this policy will be construed to limit the opportunity for promotion to any person employed in the School District of New London.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): November 28, 2022

REVIEW DATE(S): October 17, 2022

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 118.12 Wisconsin Statutes
Section 946.10 Wisconsin Statutes
Section 111.31-111.345 Wisconsin Statutes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE

165.1 - CONFLICTS OF INTEREST—STAFF AND SCHOOL BOARD

A. Gifts.

1. School district employees and Board members will not accept gifts, favors, or any such other offers or series of offers from a vendor or representative of any business or commercial entity. This, however, will not preclude the acceptance of complimentary advertising or promotional tokens of purely nominal value such as calendars, rulers, etc.
2. No school district employee or Board member will accept a gift from any person seeking preferential or special treatment of any kind.

B. Purchases.

1. School district purchases from district employees with a vested interest in any outside business that might be construed as profitable are prohibited.

C. Employment (nepotism).

1. In order to promote sound management policies and procedures and to avoid actual or potential conflicts of interest, no close relative of an employee of the School District of New London will be appointed to any position where, as a result, he/she would be directly supervising or receiving direct supervision from a close relative.
 - a. "Close relative," for the purpose of this policy, will be defined as spouse, parent, guardian, brother, sister, son, daughter, brother-in-law, sister-in-law, or grandparent.
 - b. "Direct supervision" includes but is not limited to, the authority, responsibility, or power to appoint, dismiss, promote, demote, evaluate, or recommend salary adjustments, or to participate in or recommend the appointment, dismissal, promotion, demotion, or salary adjustment of an applicant or employee. Such supervisors and those they supervise include:
 - (1) The superintendent pertaining to all school district employees;
 - (2) The director of business services pertaining to financial service, food service, contracted service employees, maintenance and custodial employees;

- (3) The director of pupil services pertaining to all psychological service, EEN itinerant specialists and assistants, building level special education personnel, school counselors, psychologists, and nurses;
- (4) The director of curriculum and instruction pertaining to non-EEN itinerant specialists and assistants, and all instructional personnel;
- (5) The elementary principals pertaining to all building personnel in their respective buildings;
- (6) The middle school principal and assistant principal pertaining to all building personnel in the middle school building;
- (7) The high school principal and assistant principal pertaining to all building personnel in the high school; and,
- (8) The high school assistant principal/activities director pertaining to all building personnel in the high school and coaches and advisors.
- (9) Members of the Board of Education are not considered to have direct supervisory responsibility except in such situations when they are called upon to act specifically on matters of appointment, dismissal, promotion, demotion, or salary adjustment of an individual applicant or employee. Members of the Board of Education may avoid conflict of interest in such situations by abstaining from the aforementioned actions.

- D. Each person seeking initial employment in the School District of New London will state in his/her application his/her relationship, if any, to any person presently employed. That applicant will be informed of the positions for which he/she is ineligible, and the reason why. If, after appointment of an applicant, it is found that information of relationship was withheld or falsely given, the applicant will be subject to immediate dismissal.
- E. Any cases of potential conflict of interest existing prior to original adoption of this policy on May 9, 2005, or resulting from subsequent marriage, should be reviewed regularly by the District Administrator/designee who will make an effort to eliminate conflicting positions through reassignment of supervision or transfer.
- F. Nothing in this policy will be construed as disparaging or discouraging the appointment of close relatives for positions which are not designated by this policy as being in conflict, or to reflect upon the integrity or good judgment of any person in the employ of the School District of New London. Further,

nothing in this policy will be construed to limit the opportunity for promotion to any person employed in the School District of New London.

ADOPTION DATE: May 9, 2005

REVISION DATE(S):

REVIEW DATE(S): October 17, 2022

CROSS-REFERENCE: Policy 165.1 Conflicts of Interest

LEGAL REFERENCE: Section 118.12 Wisconsin Statutes
Section 946.10 Wisconsin Statutes
Section 111.31-111.345 Wisconsin Statutes

SCHOOL DISTRICT OF NEW LONDON

POLICY 422.1

ADMISSION OF FOREIGN EXCHANGE STUDENTS

A maximum of three (3) foreign exchange students may be enrolled in the District, tuition free, each year. Special classroom fees, lunch monies, and special event fees or needs will be the responsibility of the foreign exchange student, his/her parent(s) or sponsor(s).

ADOPTION DATE: July 23, 2001

REVISION DATE(S): January 8, 2007; March 9, 2009

REVIEW DATE(S): December 6, 2018; December 6, 2023

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 121.78, Wisconsin Statutes
Section 121.84(1)(c) Wisconsin Statutes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE

422.1 - ADMISSION OF FOREIGN EXCHANGE STUDENTS

- A. Each foreign exchange student will be represented by a bona fide organization recognized by the Board, and there will be a reciprocal provision whereby a student of the District will be able to enroll in a foreign school under essentially the same conditions as a foreign student may enroll in a District school. The organizations recognized by the Board are those with a FULL LISTING STATUS with the Council on Standards for International Educational Travel (CSIET). The District reserves the right to allow other qualified organizations the opportunity to enroll any foreign exchange student in the School District of New London.
- B. The District will receive application for placement of a student by July 30 preceding the enrollment school year. Such application by an approved organization will reserve one of the three available slots. If the placement does not occur, the slot will go unfilled.
- C. The organization representing the foreign student will establish to the satisfaction of the Board and/or Administration, that adult supervision has been established in this District with the power of the supervisor to act in loco parentis, and the adult supervisor is financially and otherwise responsible.
- D. The Board reserves the right to accept or reject a foreign student requesting waiver of tuition.
- E. All credentials or other data supporting the request of the proposed student will be furnished the District prior to the time when the prospective student exists from his/her native country.
 - 1. The Board and/or Administration reserves the right to examine the request and the credentials of the student for whom the application is being made.
 - 2. The processing of requests will be made to the building principal.
- F. Foreign students accepted under Board policy and procedure will be treated as resident students.
- G. Foreign students living with their legal parent or guardian in the District will not be considered under this Board policy and procedure.

ADOPTION DATE: July 23, 2001

REVISION DATE(S): January 8, 2007; March 9, 2009; February 11, 2019

REVIEW DATE(S): December 6, 2018; December 6, 2023

CROSS-REFERENCE: Policy 422.1 Admission of Foreign Exchange Students

LEGAL REFERENCE: Section 121.78, Wisconsin Statutes
Section 121.84(1)(c) Wisconsin Statutes