

DODGELAND SCHOOL DISTRICT



Dodgeland
S C H O O L S

The Road to a Better Tomorrow

GUEST TEACHER HANDBOOK 2026-2027

Approved June 22, 2026
Regular Board Meeting

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WELCOME

Guest Teachers are a very important part of our school community and perform an essential service in the delivery of our instructional program. This manual will help you understand your role and duties as a guest teacher. We hope that it will be helpful for you.

Thank you for being a part of our instructional program. If there are ways in which we can be of help to you, please let us know.

INTRODUCTION

To keep students productively engaged in learning activities during the absence of the classroom teacher, guest teachers must thoroughly understand and execute not only emergency lesson plans, but also effective management techniques and strategies.

The purpose of this handbook is to provide information and general guidelines that will assist with the questions that a guest teacher may have and to pave the way for a successful classroom experience as a guest teacher in our school district.

Serving as a guest teacher can be one of the most difficult assignments within the school system. It requires the ability to spontaneously walk into any classroom setting (i.e., Special Education, Advanced Placement, Physical Education) and carry out the daily activities as would the regularly assigned teacher. In addition to being ready at any moment, guest teachers are also required to incorporate the essential elements of effective teaching at a high level.

As you leave our school building each day, we hope you will have good thoughts about the students you have helped, the lessons you have taught, the school itself, and yourself as a guest teacher providing continued learning in the absence of a teacher.

MISSION STATEMENT

The mission of the Dodgeland School District is to prepare and empower learners to successfully contribute to an evolving world community.

DISCLAIMER

This Guest Teacher Handbook has been prepared for informational purposes only. The plans, policies, and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it intended to be construed to constitute, a contract between the District and any of its employees or a guarantee of continued employment. Except as may be provided by a written employment agreement approved by the School Board, all employment with the District is at-will and may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District of the employee.

This handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations, and standards of the District; however, this handbook should not be considered all-inclusive.

SCHOOL INFORMATION

DISTRICT OFFICE			
District Administrator	Todd Greco	greco@dodgeland.k12.wi.us	ext. 1002
District Administrative/Board Assistant	Kimi Pasewald	pasewald@dodgeland.k12.wi.us	ext. 1001
Bookkeeper (payroll)	Molli Mack	mack@dodgeland.k12.wi.us	ext. 1003
DODGELAND ELEMENTARY SCHOOL			
Principal	Jenny Huelsman	huelsman@dodgeland.k12.wi.us	ext. 1013
Administrative Assistant	Patti Rupnow	rupnow@dodgeland.k12.wi.us	ext. 1010
DODGELAND MIDDLE / HIGH SCHOOL			
Principal	Dom Gischia	gischia@dodgeland.k12.wi.us	ext. 1032
Dean of Students	Timothy Tallmann	tallmann@dodgeland.k12.wi.us	ext. 1033
Administrative Assistant	Danielle Balmer	balmer@dodgeland.k12.wi.us	ext. 1031
Administrative Assistant	Jennifer Peplinski	peplinski@dodgeland.k12.wi.us	ext. 1030

THE “BASICS” OF BEING A GREAT GUEST TEACHER

Each school has its own personality and will vary some of its routine, but your awareness of the following points will help in your performance as a guest teacher wherever you are assigned.

The guest teacher is responsible for the full schedule of the regular teacher. This includes the classroom day, study halls, recess/lunch duty, and any special duties performed regularly by the absent teacher. *Because Elementary School guest teachers spend a portion of most days outside for recess or bus duty, please dress for the weather.*

Starting the Day:

1. Check in at the building’s main office when you arrive. Guest teachers should arrive no later than 7:30 AM in the office. A guest teacher laptop will be available for you in the office.
2. Check the teacher’s plans for school policies and procedures, such as: attendance, discipline, support system, and any other pertinent policies for that school. Let the office administrative assistant/principal know when you are missing necessary items or information.
3. Locate the emergency plan posted on the wall of the classroom for emergency procedures, as well as the evacuation map for your classroom.
4. Organize the materials and equipment necessary for carrying out planned activities in the guest teacher lesson plans.
5. Login to PowerSchool with your guest teacher credentials and select the teacher you are subbing for to be able to pull up the class list/seating charts. This will also be used to take attendance (in the morning at the Elementary School and each class period in the Middle/High School).
6. Familiarize yourself with the daily schedule, lunch/recess periods, and the routines/procedures of the classroom.

Throughout the Day Procedures and Expectations:

1. Be professional as it applies to your dress and communication (both written and spoken).
2. Introduce yourself to teachers in nearby classrooms and let them know if you need anything. Neighboring teachers can be (and are willing to be) your best helper in interpreting lesson plans, classroom rules, and in concerns with student behavior.
3. Take attendance via PowerSchool within the first 10 minutes of class. Contact the office if PowerSchool is not working.
4. Daily announcements are delivered virtually. At the Elementary School, this can be provided to you by email from Patti Rupnow. At the Middle/High School, the announcements are sent to students via

Schoolology for students to read during 2nd period. Some classrooms have a student read them out loud for the class.

5. Classroom teachers are required to leave adequate plans in their absence. Please follow them as closely as possible, recognizing that you need to use your own professional judgment as needed for modifications or adjustments. If adequate plans are not available, notify the building principal (you can contact the office administrative assistant if you cannot reach the principal).
6. Accidents – Report to the principal or main office administrative assistant immediately if any accident occurs. Parents may be contacted by the office staff or nurse regardless of the perceived extent of injuries which may occur.
7. Seek guidance from the principal in any unusual situation. Report any major disciplinary problems (those that interfere with learning or involve bullying/threats to others).
8. Elementary School teachers escort classes to and from special classes or activities, such as music, physical education, bathroom breaks, library, etc.
9. Stand at the door of your classroom during Middle/High School passing periods. This is a great opportunity to greet students as they enter the classroom. This also provides adequate supervision in our hallways.
10. During scheduled preparation time, you may be assigned to help in another classroom.
11. Keep notes of how the day went, student specific information, or details that the classroom teacher should know in their absences.
12. Unless arrangements have been made with the office, please remain in the building for the full hours scheduled.
13. Do not permit students to leave the classroom indiscriminately to go to lockers, library, bathroom, or office during class period, even if the student says their regular teacher allows them! Elementary School classrooms will have procedures for going to the bathroom. All Middle/High School classrooms require a pass to leave the classroom.
14. If a student needs to be sent to the nurse, there are green nurse slips to be filled out to send with a student (unless there is a medical emergency).
15. Never leave your class unsupervised. Send a student if you need assistance.
16. Our building security includes all exterior doors being locked. If your guest teacher plans include taking a class outside, the door to the building can NEVER be propped open. You will need to enter the building back at the main office entrance.
17. Refrain from doing the following without authority from the building principal:
 - dismiss a class ahead of time
 - hold a class or individual after school
 - contact a parent
18. Under no circumstances will the guest teacher:
 - release a child from their jurisdiction during school hours without written permission from the office
 - leave money or valuables in the desk (bring to the office)
 - yell/swear at or belittle students
 - resort to use of corporal punishment (including pushing or pulling a student)
 - criticize the regular teacher
19. Some students are still learning to regulate their emotions and need a break. At the Elementary School, you can contact the office to let them know that a student needs to take a break in the OASYS. At the Middle/High School level, you can contact the office of Pupil Services to assist with a student to take a break. If the student is disruptive, you can ask them to walk to the SDC (Student Development Center) to take a break and then contact the office.
20. Students are not allowed to use cell phones in class, so staff must be models of this expectation as well. (**Exception – students you have their cell phones connected to their diabetic insulin pumps)

Ending the Day:

1. Elementary School students who walk home or are picked up by parents are dismissed at 3:05 PM.
Elementary School bus students are dismissed at 3:10 PM.
Middle/High School students are dismissed at 3:10 PM.
If there is an away athletic event, athletes may be dismissed early. If you are unsure of what a student tells you, please confirm with the office.
2. Leave your teaching area and the classroom in good order. Students should help clean the room (i.e., sanitizing desks, putting chairs up if it is their assigned day, picking up garbage).
3. Complete any required reports and leave for the teacher or drop off at the main office.
4. Return guest teacher key and iPad to office.

Keys to Being a Great Guest Teacher

- Be prompt!
- Be yourself!
- Be honest!
- Be aware of your own special talents!
- Be firm, fair, consistent, and caring!
- Be prepared.
- Be positive.
- Be flexible.
- Be professional.
- Be pleasant.
- Be patient.
- Be enthusiastic.
- Do not leave students unsupervised.
- Talk with students, not at them.
- Do not threaten.
- Do not lose your temper.
- Do not use ridicule or sarcasm.
- Do not be too friendly.
- Have a sense of humor, but do not overdo it (sarcasm can be perceived as offensive).
- Do not argue with student. Once the argument starts, a student is likely to hold their ground to save face in front of peers.
- Keep in mind that you may not have any idea of what is going on in a child's life. Sometimes student's behavior may come across as disrespectful; however, it may a symptom of something traumatic. Do not engage in arguments with a student; instead, report it to the office for assistance in our Pupil Services Staff or Administration.
- Do indicate self-confidence.
- Do maintain order in the classroom.
- Do treat each child in a kind and just manner.
- Do respect each child.
- Do make directions clear and concise.
- Do ask for help when needed.
- Do maintain dignity.

Tips on Classroom Management/Classroom Procedures

1. Write your name on the board and pronounce it for students so they can use it when addressing you. The initial impact of a guest teacher is a key factor in successful classroom management. Self-confidence, initiative, resilience, and resourcefulness, as well as patience, honesty, enthusiasm, and acceptance are some of the necessary qualities for success.
2. Learn and use students' names as quickly as possible and relate/connect with them as individuals.

3. Be positive. Try to provide as many students as possible with opportunities to succeed – and provide praise for succeeding.
4. Keep students on task and keep activities moving. Use lesson plans and have a game/activity (i.e., Hangman, Heads Up 7 Up) in mind to pull out if needed or use for a reward.
5. Try to involve students who appear disinterested. Try to find ways to motivate them. Should a student refuse to become involved, do not force the issue. Let him/her observe quietly.
6. Go to the students' desks when they need help or seem unsure. This will help minimize confusion and needless commotion.
7. Encourage students to help or express their opinions or advice in a constructive way. This will help keep them interested and motivated.
8. Should a student persist in disrupting the class, after you have made attempts to get them back on task or involved in an activity, send him/her to the office so the entire class will not lose out on the day.
9. Circulate around the room – don't just stay seated at the desk. Proximity to students can prevent a lot of possible problems.

STUDENT BEHAVIOR EXPECTATIONS

Student behavior expectations are taught and communicated through the rubrics for Citizenship as the Elementary School level, Work Habits at the Middle School level, and Employability Skills at the High School level

Citizenship Grading Rubric Grades: <u>K - 2</u>			
	Proficient (PRO)	Developing (DEV)	Needs Support (NS)
Be Respectful	Students consistently: <ul style="list-style-type: none"> Matches voice level to situation Use kind words to others Uses whole body listening Treats school and property with care 	Students occasionally: <ul style="list-style-type: none"> Matches voice level to situation Use kind words to others Uses whole body listening Treats school and property with care 	Students rarely: <ul style="list-style-type: none"> Matches voice level to situation Use kind words to others Uses whole body listening Treats school and property with care
Be Responsible	Students consistently: <ul style="list-style-type: none"> Follows directions Cleans up after self Completes work with integrity Organizes materials 	Students occasionally: <ul style="list-style-type: none"> Follows directions Cleans up after self Completes work with integrity Organizes materials 	Students rarely: <ul style="list-style-type: none"> Follows directions Cleans up after self Completes work with integrity Organizes materials
Be Safe	Students consistently: <ul style="list-style-type: none"> Walks safely Keeps hands/feet to self Uses self control/waits patiently Uses tools/supplies appropriately 	Students occasionally: <ul style="list-style-type: none"> Walks safely Keeps hands/feet to self Uses self control/waits patiently Uses tools/supplies appropriately 	Students rarely: <ul style="list-style-type: none"> Walks safely Keeps hands/feet to self Uses self control/waits patiently Uses tools/supplies appropriately
Choose Wisely	Students consistently: <ul style="list-style-type: none"> Is a Bucket Filler Regulates with strategies (self talk, etc) Body Still during instruction Stays on task/focus attention 	Students occasionally: <ul style="list-style-type: none"> Is a Bucket Filler Regulates with strategies (self talk, etc) Body Still during instruction Stays on task/focus attention 	Students rarely: <ul style="list-style-type: none"> Is a Bucket Filler Regulates with strategies (self talk, etc) Body Still during instruction Stays on task/focus attention

Citizenship Grading Rubric Grades: <u>3 - 5</u>			
	Proficient (PRO)	Developing (DEV)	Needs Support (NS)
Be Respectful	Students consistently: <ul style="list-style-type: none"> Use appropriate volume & tone of voice Treat others with kindness Actively listen in class Respond positively to directions and others 	Students occasionally: <ul style="list-style-type: none"> Use appropriate volume & tone of voice Treat others with kindness Actively listen in class Respond positively to directions and others 	Students rarely: <ul style="list-style-type: none"> Use appropriate volume & tone of voice Treat others with kindness Actively listen in class Respond positively to directions and others
Be Responsible	Students consistently: <ul style="list-style-type: none"> Follow classroom expectations Is organized and prepared Finish work on time Transition on time from place to place 	Students occasionally: <ul style="list-style-type: none"> Follow classroom expectations Is organized and prepared Finish work on time Transition on time from place to place 	Students rarely: <ul style="list-style-type: none"> Follow classroom expectations Is organized and prepared Finish work on time Transition on time from place to place
Be Safe	Students consistently: <ul style="list-style-type: none"> Follow school rules Use walking feet inside Demonstrate self-control 	Students occasionally: <ul style="list-style-type: none"> Follow school rules Use walking feet inside Demonstrate self-control 	Students rarely: <ul style="list-style-type: none"> Follow school rules Use walking feet inside Demonstrate self-control
Choose Wisely	Students consistently: <ul style="list-style-type: none"> Make positive choices Stay on task Demonstrate digital citizenship Persevere in difficult situations 	Students occasionally: <ul style="list-style-type: none"> Make positive choices Stay on task Demonstrate digital citizenship Persevere in difficult situations 	Students rarely: <ul style="list-style-type: none"> Make positive choices Stay on task Demonstrate digital citizenship Persevere in difficult situations

Dodgeland Middle School Work Habits Rubric			
	Proficient (Pro)	Developing (Dev)	Beginning (Beg)
Be Respectful	I consistently <ul style="list-style-type: none"> show respect and common courtesy toward students, teachers, and community members. respect the ideas and perspectives of others. follow rules and directions. communicate positively with classmates. 	I occasionally <ul style="list-style-type: none"> show respect and common courtesy toward students, teachers, and community members. respect the ideas and perspectives of others. follow rules and directions. communicate positively with classmates. 	I rarely <ul style="list-style-type: none"> show respect and common courtesy toward students, teachers, and community members. respect the ideas and perspectives of others. follow rules and directions. communicate positively with classmates.
Be Responsible	I consistently <ul style="list-style-type: none"> arrive on time prepared for class. meet homework and assessment deadlines. take advantage of assessment retakes. use technology safely and appropriately. seek help when needed. am proactive when known absences are scheduled. 	I occasionally <ul style="list-style-type: none"> arrive on time prepared for class. meet homework and assessment deadlines. take advantage of assessment retakes. use technology safely and appropriately. seek help when needed. am proactive when known absences are scheduled. 	I rarely <ul style="list-style-type: none"> arrive on time prepared for class. meet homework and assessment deadlines. take advantage of assessment retakes. use technology safely and appropriately. seek help when needed. am proactive when known absences are scheduled.
Be Engaged in Learning	I consistently <ul style="list-style-type: none"> take ownership of my learning. engage in classroom activities. demonstrate interest and curiosity in learning. 	I occasionally <ul style="list-style-type: none"> take ownership of my learning. engage in classroom activities. demonstrate interest and curiosity in learning. 	I rarely <ul style="list-style-type: none"> take ownership of my learning. engage in classroom activities. demonstrate interest and curiosity in learning.

Dodgeland High School Employability Skills Rubric				
	Advanced (Adv)	Proficient (Pro)	Developing (Dev)	Needs Support (NSP)
Prompt and Prepared	The student models all behaviors of Proficient and <ul style="list-style-type: none"> is willing to share resources as needed. is proactive when known absences are scheduled. leads by example and motivates others. 	The student consistently <ul style="list-style-type: none"> comes to class on time. has necessary materials for class meets deadlines. 	The student occasionally <ul style="list-style-type: none"> comes to class on time. has necessary materials for class meets deadlines. 	The student rarely <ul style="list-style-type: none"> comes to class on time. has necessary materials for class meets deadlines.
Polite and Positive	The student models all behaviors of Proficient and <ul style="list-style-type: none"> leads by example and encourages others. demonstrates forthright, proactive, honest communication. exceeds behavioral expectations. 	The student consistently <ul style="list-style-type: none"> exhibits a positive attitude. demonstrates honesty and integrity in work/actions. demonstrates respect and common courtesy to students, staff, and community members. follows rules, directions, and uses technology respectfully. communicates positively with classmates and treats everyone without bias. 	The student occasionally <ul style="list-style-type: none"> exhibits a positive attitude. demonstrates honesty and integrity in work/actions. demonstrates respect and common courtesy to students, staff, and community members. follows rules, directions, and uses technology respectfully. communicates positively with classmates and treats everyone without bias. 	The student rarely <ul style="list-style-type: none"> exhibits a positive attitude. demonstrates honesty and integrity in work/actions. demonstrates respect and common courtesy to students, staff, and community members. follows rules, directions, and uses technology respectfully. communicates positively with classmates and treats everyone without bias.
Persistent and Productive	The student models all behaviors of Proficient and <ul style="list-style-type: none"> encourages peers to participate and contribute to a quality learning environment. independently seeks resources to assist productivity. maximizes time for learning. goes beyond by seeking to clarify and share information with peers. 	The student consistently <ul style="list-style-type: none"> takes ownership of learning. engages in classroom activities. completes homework. demonstrates interest and curiosity in learning. practices a growth mindset. appropriately manages available class time (and technology resources) with productive results. works well with all peers, while allowing others to participate. needs minimal assistance to obtain resources that assist productivity. demonstrates academic honesty. 	The student occasionally <ul style="list-style-type: none"> takes ownership of learning. engages in classroom activities. completes homework. demonstrates interest and curiosity in learning. practices a growth mindset. appropriately manages available class time (and technology resources) with productive results. works well with all peers, while allowing others to participate. needs minimal assistance to obtain resources that assist productivity. demonstrates academic honesty. 	The student rarely <ul style="list-style-type: none"> takes ownership of learning. engages in classroom activities. completes homework. demonstrates interest and curiosity in learning. practices a growth mindset. appropriately manages available class time (and technology resources) with productive results. works well with all peers, while allowing others to participate. needs minimal assistance to obtain resources that assist productivity. demonstrates academic honesty.

HANDLING STUDENT MISBEHAVIORS

Please see the list below for what behaviors are typically managed in the classroom and those that are referred to the office. If a student displays a behavior on the left side, it is typically stopped when giving a student “the look”, telling them to stop, or reminding them of appropriate expectations. If the behavior continues, especially with blatant disregard for your direction to stop, then you may contact the office or send the student to the office. Contact the office to let them know.

Teacher Managed Minors	Office Managed Majors
Inappropriate language	Chronic minor behaviors
Non-compliance	Harassment of teacher/student
Lateness	Stealing
Not having materials	Swearing
Blurting	Major classroom disruption
General disruption	Bullying/Cyber bullying
Refusal to follow request	Aggressive physical contact
Name calling/teasing	Fighting
Inappropriate classroom attitude	Property destruction
Running	Weapons
Minor dishonesty	Pattern of aggressive/profanity
Disrespect	Credible threats
Inappropriate clothing	
Play fighting	
Tech violation	

ELEMENTARY SCHOOL RECESS INFORMATION

Scan the QR Codes to become familiar with the expectations for each:



4K/5K Recess



1st – 5th Grade Recess



Indoor Recess

WORKPLACE POLICIES

DISCRIMINATION AND HARASSMENT FREE WORKPLACE

All school district employees have the right to work in an environment where they are treated with respect and dignity and are free of all forms of harassment. The District will not tolerate, condone or allow harassment by any employee or non-employee who conducts business with the school district. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (collectively, Protected Classes), or any other characteristic protected by law in its employment practices.

The District considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the District shall take direct and immediate action to prevent such behavior and to remedy all reported

instances of harassment and discrimination. A violation of this policy can lead to discipline, up to and including termination.

Definitions

Verbal Harassment: Unsolicited or unwelcome verbal conduct, including but not limited to innuendoes; degrading or suggestive comments; repeated pressure for dates; jokes; unwelcome flirtations; degrading words used to describe an individual; obscene or graphic description of an individual's body; or threats about the individual's job, wages, assignments, promotions or working conditions.

Non-Verbal Harassment: Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures; inappropriate usage of voicemail, electronic messaging, email, the Internet or other such sources as a means to express or obtain sexual or discriminatory material; printed or written materials including offensive cartoons; suggestive or offensive sounds; whistling; catcalls; or obscene gestures. Any material which inappropriately raises the issues of sex or discrimination.

Physical Harassment: Unsolicited or unwelcome physical contact, which may include touching, hugging, massaging, kissing, pinching, patting, or regularly brushing against the body of another person.

Unwelcome Harassment: Conduct is unwelcome when the person subjected to the conduct did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcomed despite participation by the offended employee and despite the fact that the offended employee does not tell the accused the conduct is unwelcome.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or
- Other sexually oriented conduct, whether intended or not, that is unwelcomed and has the effect of creating a work environment that is hostile, intimidating, offensive or humiliating to workers, may also constitute sexual harassment.

Other Forms of Harassment: Persistent and unwelcome conduct or actions on the basis of race, color, religion, national origin, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work and other protected categories under federal or state law is prohibited under this policy.

Complaint Procedures

Any employee who believes he/she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. The employee is encouraged, but not required, to inform the person that his/her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

Any employee who believes that he/she is being harassed shall report the incident(s) as soon as possible to a building principal/supervisor or the District Administrator (or his/her designee) so that an investigation can be conducted and, if necessary, steps may be taken to protect the employee from further harassment, and so that appropriate remedial action, where appropriate, may be initiated. The building principal/supervisor or the District Administrator (or his/her designee) shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which it occurred.

The District Administrator (or his/her designee) shall be responsible for investigating any complaint alleging harassment or discrimination promptly and thoroughly. In the event the complaint is substantiated, the District will take prompt and effective action to address the problem.

Confidentiality

Any harassment complaint filed under this policy will be promptly investigated in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigatory process, and records will be released only if required by state or federal law.

Retaliation

The District will not permit or condone retaliation against an employee who files a harassment complaint, makes a report of harassment or participates in an investigation. Retaliation is a violation of this policy and shall be reported immediately. Any employee found to have retaliated against another employee for filing a harassment complaint, reporting harassment or participating in an investigation will be subject to the same disciplinary action as provided for harassment offenders. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment.

Board of Education Policy #1662, #3362, #4362

DRUG-FREE WORKPLACE

The District recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the District's intent and obligation to provide a drug-free, healthy, safe and secure work environment. Therefore, the use, sale, purchase, manufacture, distribution, dispensation, possession, or presence in one's system of alcohol or a controlled substance on district premises or while conducting district business off premises (e.g. chaperoning or supervising students) is absolutely prohibited. The policy will be applied in a manner which is consistent with the District's obligations under state and federal disability laws.

All employees are advised that remaining drug and alcohol free at work is a condition of continued employment with the district. The District shall require an employee to undergo a drug or alcohol test when the district has a reasonable suspicion that the employee is in violation of this rule.

Employees must, as a condition of employment, abide by terms of this policy. In addition, an employee must notify the district of any criminal drug statute conviction for a violation occurring on district premises or while conducting district business off premises.

The District does not permit chewing or maintaining any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance in any of the district facilities or on district property, or at any off-campus, school-sponsored events, by anyone.

The use of marijuana and/or products containing tetrahydrocannabinols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Therefore, CBD products are prohibited on District premises and at school activities.

We expect our employees to serve as positive role models in how to conduct themselves as responsible citizens. Any employee who violates this policy shall be subject to discipline, up to and including termination of employment.

Opportunity for Assistance

The District encourages any employee who believes they may have a drug and/or alcohol problem, to seek professional assistance before such problem becomes a workplace issue. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to participate in a rehabilitation or treatment program. The District also offers an Employee Assistance Program (EAP) for employees and their immediate family members.

Board of Education Policies #3122.01, #4122.01, #3215, #4215, #7434

INTERNET, EMAIL AND NETWORK USAGE

The Board is committed to the effective use of technology to enhance the quality of student learning and the efficiency of district operations. Safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology for operations and student learning and inhibits negative side effects/adverse consequences. All use of technology and communication should be a positive representation of the district.

The District information technology, computer hardware and software systems are the property of the Dodgeland School District. The District also owns the telephone system, cellular technology, and removable storage devices. The data generated, received or stored on information technology equipment, including messages, is the property of the District.

The District's Internet system has a specific educational purpose and is not a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of district computers, network and Internet services ("network") is in accordance with its educational purpose and has done so. Employee use of the District network will be governed by this policy and related administrative guidelines and any applicable employment contracts.

Use of the Internet and information technology in the district is a privilege and must be consistent with the educational goals and objectives of the district. General district rules for appropriate and respectful behavior and communication apply. Inappropriate use will result in disciplinary action consistent with Board policy and state statute. The building principal or designee will determine what is appropriate use, consistent with this policy and the administrative guidelines. The building principal or designee decision is final.

Users should have no privacy expectations regarding the content of any files or any records of their online activity while on the district network. The District may monitor and perform periodic inspections of employee email, Internet use, file storage, district-owned cellular and telephone use and other information technology use without any further notice or permission. The District has the right to confiscate, move, upgrade or reconfigure district-owned equipment at any time. A password does not indicate personal privacy from district monitoring. Lack of monitoring in particular situations is not a waiver of the District's right to monitor in the future.

Although staff are not prohibited from using district information technology for personal reasons, such use must be limited to breaks and time outside of the workday. Use should not interfere with network use for district purposes and must adhere to appropriate use of information technology, including the Internet, as outlined in district policies and rules.

All persons using electronic communication and information systems maintained by the district are prohibited from accessing, downloading, viewing, soliciting, seeking, displaying, retaining, or distributing any material which is pornographic, harassing, advocates violence, involves gambling, violates copyright or intellectual property rights, or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive learning or working environment within the school district.

All electronic information and communication systems shall have appropriate devices in place to prevent use of such systems for the unauthorized purposes described above, as well as to prevent intended and unintended access to inappropriate Internet sites by any employee. Inappropriate sites are those which contain material which is prohibited by this policy. The failure of screening devices to operate as intended does not excuse an employee from conforming to this rule or authorize an employee to violate this rule. Violations of this rule will result in disciplinary action up to and including termination of employment.

Board of Education Policy #7540

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based solely on merit, qualifications and abilities. The District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities.

Equal employment opportunity notices are posted throughout the district as required by law. Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their building principal or the District Administrator. Employees are able to raise concerns and make reports without fear of reprisal.

If any employee has questions about Equal Employment Opportunity or how to file a complaint regarding equal employment, he/she should refer to Board policy.

Board of Education Policies #1422, #3122, #4122

SOCIAL NETWORKING SITES – PERSONAL USE GUIDELINES

In general, what an employee does on his/her own time outside of work will not be regulated by the District. However, the District may monitor and regulate employee postings or activities outside of work if:

- The employee chooses to identify himself/herself as an employee of the district;
- The activity occurs through use of any district technology;
- The activity affects the employee's job performance or the performance of other district employees;
or
- The activity involves or relates to the district, district students, their parents, or other family members or employees.

The school district is a public educational institution; however, the district and its communication systems are not a First Amendment Public Forum. The District may monitor employee use of social networking sites. Employees should be aware that posting on websites, including social networking sites (blogs, forums, Twitter, Facebook, LinkedIn, YouTube, Instagram, Snap Chat, et al) or any other websites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating these guidelines or any other applicable district policies.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

Employees are discouraged from communicating with students via non-district sponsored applications or devices including, but not limited to, use of social network sites and instant messaging. All communications must honor and respect the professional staff and student relationship.

No employee may utilize the district's information technology, including the Internet, to transmit, access, download, display, and distribute images, sites or materials that could be obscene, sexually explicit, pornographic or harmful to minors.

Board of Education Policies #7540.04, #7540.05, 7540.06, #7544

STAFF ETHICS

The District is committed to the highest professional standards and fosters a culture of integrity and accountability. A physically and emotionally safe environment as well as respect and understanding of one another are essential for an effective learning and working environment. Collaboration and cooperation enhance student achievement and job performance. High expectations combined with a positive, caring environment motivate people to strive for excellence.

Employees of the district are expected to conduct themselves in a responsible, professional, ethical, and respectful manner. Employees also serve as role models to students in how to conduct themselves as responsible citizens. To promote the best possible learning organization and ensure orderly operations, these expectations apply to all employees and supplement any other policies. Violations may result in disciplinary action.

- Speak to and treat students, staff, parents, and members of the public in an appropriate and respectful manner;
- Uphold the dignity and decorum of your position in every way;
- Maintain confidentiality of information, as prescribed by state and federal law;
- Use school property only for officially authorized activities;
- Uphold state and federal laws and Board policies applicable to the performance of responsibilities;
- Obey all supervisory written and/or oral direction;
- Be awake and attentive while at work;
- Do not engage in personal activities during work hours;
- Maintain any valid license, certificate and/or permit required to perform the assigned position;
- Provide copies of said items to the District prior to expiration;
- Do not engage in any activity which distracts or disrupts other employees on the performance of their duties;
- Conduct oneself in a manner so as not to bring discredit upon themselves or the district;
- Participate in and/or cooperate with any district investigation; and
- Demonstrate good attendance and do not improperly use any paid leave time.

Board of Education Policies #3210, #4210

LEGAL/POLICIES

BULLYING

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District,

for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Board of Education Policy #5517.01

CHILD ABUSE AND NEGLECT REPORTING

The District is always concerned with the welfare of its students and understands its legal, as well as ethical obligation in the detection and reporting of suspected child abuse and neglect. If there is any doubt or question of whether to report such cases, the matter will be resolved in favor of the child's safety and will be reported. No one within the district is permitted to censor or delay such a report. No employee shall be discharged from employment for making such a report. All reports are confidential and shall not be discussed with other employees, the child's family or other persons not authorized under state statutes to have the information. Any information shared with an unauthorized person by an employee, will be liable for disciplinary action from the District and the penalties provided in the state statutes.

Under the Wisconsin Statute 48.981, all school employees who have reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall immediately call the local office of the Child Welfare Department or local law enforcement agency and notify their building principal or the District Administrator.

Board of Education Policy #8462

CONFIDENTIALITY

As part of working in education, employees may have access to confidential or other sensitive information. Employees shall use confidential information appropriately and with respect for the rights of individuals. Information may not be disclosed to a third party during or after employment with the district. Privileged information shall not be used for personal gain or to the detriment of the district.

All student records are to be treated as confidential information, unless otherwise directed by this policy or applicable law. Violation of this policy will result in progressive discipline, up to and including termination.

Board of Education Policy #8350

COPYRIGHTED WORKS

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law and Board policy. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright should be directed, prior to reproduction, to the Library Media Specialist.

Board of Education Policy #2531

FREEDOM OF SPEECH

When expressing one's personal opinion as an employee or where audiences regard the employee as a representative of the district, it is an expectation that the employee's speech is aligned with District expectations, policies and norms. When expressing personal opinions outside of the role as an employee regarding district policies or practices, each employee shall clearly communicate that the opinion is his/hers, not the District's and

shall refrain from:

- statements disrupting the maintenance of discipline by the District;
- expressions that would disrupt harmony among employees;
- threats towards and defamatory statements about other employees and officials in the District; and
- making statements about the District that he/she knows are false and are made without regard for truth or accuracy.

Board of Education Policies #3310, #4310

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The DodgeLand School District Board of Education does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. The District's Title IX Coordinator is:

Dominic Gischia
Middle / High School Principal
920-386-4404 ext. 1032
401 South Western Avenue, Juneau, WI 53039
gischia@dodgeland.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy #2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at dodgeland.k12.wi.us. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

A Sexual Harassment Notice is posted in all school buildings.

Board of Education Policy #2266

PROFESSIONAL APPEARANCE

All employees represent the District and are expected to set an example in dress and grooming. It is important to set a positive, respectful example for the students and show pride and dignity for our district. All employees are expected to dress in a manner consistent with good hygiene, safety, and consistent with their professional/support responsibilities. Casual days and/or spirit days may occur in which jeans, in good condition, are allowed to be worn. Hairstyle or dress may not disrupt the educational process nor cause a health or safety hazard.

Board of Education Policies #3216, #4216

STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the

Internet. The Board provides Technology and Information Resources (as defined by Bylaw 0100 - Definitions) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy, Policy 7544 - Use of Social Media, and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02 - Web Content, Apps, and Services), when they are connected to the District computer network, Internet connection, and/or educational services/apps.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by the Board's Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District technology and resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be

disabled at any time that students may be using the District's technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without the express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Board utilizes software and/or hardware to monitor online activity of staff and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. 'Harmful to minors' is a term defined by the Communications Act of 1934 (47 U.S.C. 254 (h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

The District Administrator or the Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The District Administrator or the Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

Staff members will participate in professional development programs in accordance with the provisions of this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building Principals are responsible for providing training so that staff users of District technology resources under the Principal's supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District

technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including chat rooms and cyberbullying awareness and response. All users of District technology resources are required to confirm their agreement to abide by the terms and conditions of this policy by signing the District technology use form during the Employee Handbook receipt and acceptance process. Pursuant to Policy 7540.06 - District-Issued Staff E-Mail Account, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use of District-issued email accounts.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the District Administrator or the Director of Technology, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and Policy 7544 - Use of Social Media.

Staff members use of District technology resources to access or use social media is to be consistent with Policy 7544 - Use of Social Media.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology and information resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and the Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District technology and information resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330 - Student Records. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Board of Education Policy #7540.04

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Board of Education Policy #7440.01

WEAPONS

No district employee may possess, use, make, or store any weapon in any school or other building or facility that is owned, occupied, or controlled by the district; on the grounds of a school or on other school premises; in any district-owned vehicle or on any form of district-provided transportation; or at any district-sponsored program or activity not held on school grounds or on school premises, where such program or activity qualifies as a special event having restricted access that is controlled by the district.

In addition, to the extent such restrictions are not otherwise prohibited by law:

- No district employee shall possess or use a weapon at any time when acting within the scope of his/her employment; and
- No district employee shall possess or use any weapon when acting in his/her district- authorized capacity, regardless of the location where such duties are performed (including, for example, on district field trips).

If any district employee has reason to believe that an employee, student, visitor, volunteer or other person possesses or has used or stored a weapon in violation of this or any other district policy, that employee is required to report such belief to a supervisor, a building principal, or District Administrator. There will be no retaliation against any employee who, in good faith, reports a violation of this policy or participates in the investigation of such a report.

Employees violating the policy may be subject to disciplinary action up to and including termination of employment and may be referred to law enforcement officials for possible prosecution under applicable laws or ordinances.

Board of Education Policies #3217, #4217