

**DEERFIELD SCHOOL DISTRICT**  
**SERIES 500: PERSONNEL**

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### **TOBACCO USE PROHIBITION**

According to 1989 Wisconsin Act 209, effective September 1, 1990, each school board shall prohibit the use of all tobacco products on premises owned by, rented by, or under the control of the school board.

The use of tobacco products shall be prohibited at all times on school premises. "School premises" include all property owned by, rented by, or under the control of the Deerfield School District.

The administrative staff shall inform students, staff, and the general public about this policy and shall establish enforcement procedures.

#### **Students**

Any violation of Board policy by students shall be subject to student disciplinary procedures.

#### **General Public**

At the beginning of school events, an announcement will be made asking for compliance with the state law.

Step 1: The building administrator or other supervisor will talk to the person about not smoking in "Smoke Free" area as stipulated by Wisconsin Act 209.

Step 2: The matter shall be referred to the district administrator for a letter requesting compliance with the state law.

#### **Employees**

School employees who fail to abide by the Board's no smoking policy will be subject to the following consequences:

Step 1: Verbal warning and request from the building administrator.

Step 2: Formal conference with the building administrator.

Step 3: Conference with the building administrator and district administrator with a written reprimand placed in the personnel file.

Step 4: Conference with the building administrator and district administrator, one-day suspension in compliance with the master agreement, and a written reprimand placed in the personnel file.

All subsequent offenses will be considered insubordination and established policies and procedures for further suspension and dismissal will be followed.

The school district will offer and/or assist in arranging clinics and/or counseling sessions for employees who smoke, if there is interest. These voluntary sessions will be offered during non-pupil contact time. This will reflect no cost to the district.

REFS.: s.s. 120.12 (20)

s.s. 101.123

s.s. 48.983 (2) (c)

### **PROFESSIONAL CODE OF ETHICS**

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

These standards include the following:

- Maintain just and courteous professional relationships with students, parents, staff members, and others.
- Refrain from using inappropriate language.
- Direct any criticism of other staff members or any program of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to be Superintendent if necessary. Criticism of colleagues or of a professor should be regarded as unprofessional unless it is constructive and discreet. Criticism or dispute among professionals in the presence of students or the public is unjustifiable.
- Respect the confidentiality of personal information concerning pupils' families, aptitudes, or behavior, and use that information only to help the child involved. Comply with state and federal laws designed to protect the confidentiality of information about students.
- Present controversial issues in a fair and unbiased manner and clearly identify any person convictions; teachers should not use classroom privileges and prestige to promote partisan politics, sectarian religious views, or other personal opinions.
- Refrain from using his/her position for financial gain or to obtain anything of substantial value for the private benefit of his/her self, his/her immediately family or an organization to which s/he belongs.

Further, each member of the staff is expected to conduct him/herself in a manner that will not conflict with ethical students for public employees required by local, state, or federal laws.

LEGAL REFS.: Sections 19.41 Wisconsin Statutes

19.59            946.12  
118.12         946.13  
946.10

The Deerfield Community School District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

## **Technology Resource Use for Employees Deerfield Community School District**

### **Purpose and Scope**

Technology resources are extremely important to the operation and success of the Deerfield Community School District. The District requires all employees with computer access to use the computer systems carefully and responsibly. This policy applies to all employees of the Deerfield Community School District.

### **Technology Use**

The Deerfield Community School District's technology systems, especially Internet access, email systems and student management system, promote access to information, rapid communication with other employees, fellow educators, students and families.

Technology systems, including, but not limited to, electronic mail, Internet access, student management system, hardware and all data contained herein, are District-owned, are the property of the Deerfield Community School District and are provided as tools for the educational mission of the schools. To ensure security, do not share User IDs and passwords and always log off or secure workstations when away from them.

Employees are responsible for access to computer systems. **Staff computers are for staff use only. However, when appropriate staff computers may be used by students under the direct supervision of the staff member.** Staff must login with their District issued ID and password. Under no circumstances should a friend or family member perform any manner of technical support or software installation on a District computer or other technology system.

### **Electronic Communications and Internet Use**

Electronic communications systems access and use are intended for educational purposes. However, the Deerfield Community School District permits its employees incidental personal use of its email and Internet systems subject to the following conditions and restrictions:

1. Personal use must be infrequent and must not:
  - 1.1. Involve any prohibited activity (see below).
  - 1.2. Interfere with the productivity of employees or their colleagues.
  - 1.3. Consume system resources or storage capacity on an ongoing basis.
  - 1.4. Involve large file transfers, streaming media or otherwise deplete system resources available for educationally related purposes.
2. Employees should not have any expectations of privacy. Because email is not private, employees should avoid sending personal messages that are sensitive or confidential.
3. Personal email communications should not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District. Where appropriate, a disclaimer should be included. An appropriate disclaimer is: "These statements are my own, not those of the Deerfield Community School District."

Bring questions regarding what constitutes an inappropriate or prohibited use to a supervisor or District Administration.

### **Prohibited Activities**

Employees are strictly prohibited from using the Deerfield Community School District's technology systems in connection with any activity deemed inappropriate by the district, including but not limited to:

- Engaging in illegal, fraudulent, or malicious activities
- Illegal distribution of copyrighted materials (see below)
- Viewing, sending, or storing material that could be considered offensive, obscene, harassing, or defamatory
- Annoying or harassing other individuals
- Sending uninvited email of a personal nature
- Using another individual's account
- Attempting to test, circumvent, or defeat security systems
- Permitting any unauthorized individual to access the district's systems

- **Distributing or storing chain letters**
- Partisan political activities and political fund-raising
- Modification of hardware on laptops, workstations, or servers except by authorized personnel
- Using or storing unapproved encryption software or software designed to circumvent security systems without written approval from the business office
- Listening/viewing internet based radio/video, **except for curriculum based enhancement**

### **Copyright**

All users must adhere to the rules of copyright and intellectual property protection, and respect all copyright issues regarding software, information, and authorship. The unauthorized copying, storage, and or transfer of copyrighted materials violate federal and state laws and are strictly prohibited.

### **Software Use**

Unauthorized software can make a machine inoperable, cause network conflicts, spread computer viruses, and take up valuable computer space.

Only software purchased by, licensed to, or approved by the Deerfield Community School District may be used on District computers. Use of licensed software must conform to the terms of the agreement. Technical staff should be consulted before purchasing or installing software.

### **Malicious Code (Viruses), etc.**

Computer viruses are one of the most common threats from the Internet or other electronic communications. Employees may unknowingly expose their computer or the network to these problems when downloading information from these systems. All files downloaded from the Internet, received from email outside the district or brought in on transportable media should be scanned for malicious code using anti-virus software.

Deliberate attempts to degrade or disrupt system performance of the Deerfield Community School District networks or any other computer system or network system by spreading viruses constitutes criminal activity under state and federal law.

The District reserves the right to remove any information and files to protect itself from malicious code.

### **Damage**

A user shall be personally responsible for the cost of repairing damage to technology resources, including but not limited to the replacement of equipment, when such damage is the result of the user's deliberate or negligent misuse of the technology resources.

### **Monitoring**

The district is required to filter Internet access and Internet activity may be logged. Employees should have no expectation of privacy in any computer-related activities. System maintenance or technical support activities may result in the viewing of any information residing on the Deerfield Community School District technology systems.

### **Obscenity and Harassment**

Users who receive threatening or unwelcome communications should bring them to the attention of their supervisor or District Administration immediately.

### **Violations**

Violators of this policy are subject to discipline up to and including discharge. Additionally, employees who use the Deerfield Community School District assets, including computer systems, to engage in illegal or fraudulent activity may be subject to criminal prosecution. State Statute 943.70 makes it a crime to modify, access or destroy data or computer programs without authorization. The offense may be considered a felony which carries a penalty of \$25,000 or imprisonment not to exceed twelve and one-half years, or both.

System users have full responsibility for the use of their Internet and email accounts. The Deerfield Community School District employees have the responsibility to report possible violations on the part of other people using the Deerfield Community School District technology systems.

**PROTECTION OF STAFF PERSONAL PROPERTY**

1. Teachers are not encouraged to bring personal property to school for the instruction of their classes. Building administrators should work to secure the necessary educational materials needed for instruction whenever possible. Teachers who do bring personal property to school must take necessary care to assure the safety and security of their personal property.
2. If the item is not available through the Deerfield Schools and it is necessary to use personal property, the building administrator must be informed so that special arrangements, if necessary, can be made to secure the property from theft or damage. Whatever the case, the building administrator must be informed when personal property of value is brought to school for instructional use.
3. Valuable personal property (e.g., equipment and materials which are prone to theft or damage) may not be left in the building over the summer. Summer school, summer construction and repair, and other public access to the schools make security of personal property difficult.
4. Coverage of personal property if lost, stolen or damaged will be as follows:
  - a. Coverage for such loss would be coordinated with the employee's home owner's or tenant's insurance plan.
  - b. The district is not liable for any deductible required by the employee insurance.
  - c. The district is liable for coverage only up to the maximum amount per loss as covered by the district's insurance carrier (\$1,000 per loss at the writing of this policy).
5. Personal property left in automobiles is not covered for reimbursement under this policy.
6. Glasses and other necessary personal items (exclusive of clothes) that are damaged through no fault or negligence of the teacher in the performance of his/her assigned duties will be covered for reimbursement by the district, subject to individual's determination by the building administrator. The district's liability is limited to \$150.00 per incident.

**STAFF GIFTS AND SOLICITATIONS**

No member of the Board, nor any employee of the District shall accept anything other, than a nominal value item widely distributed from any person or organization, if such person or organization:

Has or is seeking to obtain contractual or other business or financial relationships with the Board or the school district; or

Conducts operations or activities which are regulated by the Board or the school district; or

Has interests which may be substantially affected by the Board or the school district.

LEGAL REF: Sections 118.12 Wisconsin Statutes 946.12 (3)  
1985 Wisconsin Act 214



### **PROFESSIONAL STAFF POSITIONS**

All professional staff positions are created only with the approval of the Board of Education (BOE). It is the BOE's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the district administrator will present for the BOE's approval a job description for the position which specifies the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The BOE instructs the district administrator to maintain a comprehensive and up-to-date set of job descriptions of all professional staff positions in the school system.

Evaluation of administrative staff positions shall be the responsibility of the district administrator and shall be completed annually prior to the end of February. The results of the evaluation shall be written and shared with either the full BOE or a specifically called committee of the BOE and the administrator in a private conference.

The evaluation process will be completed prior to the start of any discussion of adjustments in the administrator's contract.

The salary, benefits, vacations, and other considerations of administrative staff employment shall be determined at the time of appointment and shall be part of the written contract between the administrator and the school district.

The Deerfield Community School District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

## **SUBSTITUTE TEACHERS**

### **Definition**

A substitute teacher is a professionally trained and licensed individual called to maintain the instructional program in a classroom when the regular teacher is unable to be in that classroom.

### **Appointment**

Short-term substitutes will be called by the building principal (or designee) on a day-to-day basis in compliance with the terms of the Master Agreement or approved inservice activities. Long-term substitutes of 30 consecutive working days or more will be approved by the Board of Education action.

### **Responsibilities**

Perform duties as assigned by building principal.  
Maintain the instructional program in each classroom where assigned.  
Cooperate with other staff members in the daily operational affairs of the classroom and school.

### **Terms of Employment**

Daily substitute teachers will be called by the building principal.  
Rate of pay for a full day's assignment shall be \$75.00 as determined by budget annually. This may be prorated for less than a full day's assignment.

The district shall seek to employ substitutes only for minimums of at least one-half day. After five consecutive days of substitute employment in the same assignment, the substitute teacher shall be classified as a long-term sub, and shall be paid at a rate equal to the day rate of a beginning teacher with a Bachelor's degree. This rate of pay shall begin with the sixth consecutive day in the same assignment. In the case of a long-term sub missing due to illness or emergency, one day is allowed to be missed (unpaid) and will not interrupt the "consecutive days" cycle or affect the sub's pay. Absences beyond the one day will be understood to interrupt the consecutive days and the sub pay will be reduced accordingly until the five consecutive days cycle is reestablished.

All substitute teachers are paid on an as-worked basis with no fringe benefits provided. The Deerfield Community School District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

**DEERFIELD COMMUNITY**

**CODE: 534**

**SCHOOL DISTRICT**

**DATE OF ADOPTION:**

Revised: 1/18/93, 4/26/93, 10/21/96, 01/19/04

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#### **Responsibilities**

- Perform duties as assigned by building principal.
- Maintain the instructional program in each classroom where assigned.
- Cooperate with other staff members in the daily operational affairs of the classroom and school.

#### **Terms of Employment for Short Term Substitutes**

Daily substitute teachers will be called by the building principal or designee.

The district shall seek to employ substitutes for a minimum of one-half day.

Rate of pay for a full day's assignment shall be determined by board decision. This may be prorated for less than a full day's assignment.

After five consecutive days of substitute employment in the same assignment, the substitute teacher shall be paid at a rate equal to the day rate of a beginning teacher with a Bachelor's degree. This rate of pay shall begin with the sixth consecutive day in the same assignment.

#### **Terms of Employment for Long Term Substitutes**

When a substitute teacher commits to a long term assignment (20 student contact days or more) payment will be at the base pay on the salary schedule. In the case of a long-term sub missing work due to illness or emergency, one paid day is allowed for every quarter (45 days) worked. Any other days off will be unpaid.

All substitute teachers are paid on an as-worked basis with no fringe benefits provided.

The Deerfield School District prohibits discrimination in employment on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

**PROFESSIONAL STAFF AND SUPPORT STAFF  
DEVELOPMENT OPPORTUNITIES**

The Board believes that in-service training for its employees is vital in order for the staff to be better informed and up to date in their respective disciplines.

In keeping with this position, the Board encourages the participation of its staff at appropriate conferences, conventions, seminars, workshops, and in-services.

Teachers and staff wishing to attend an out of district meeting shall indicate their desire to attend and seek approval through their building administrator. Within the fiscal constraints of the budget, building administrators will approve requests to attend if they determine the request to be in the best interest of the district, kids, and instructional program.

Attempts will be made to allow each faculty and/or staff member at least one opportunity for an in-service per year. Again, this is dependent up on budget constraints.

Reimbursement of expenses at meetings will be limited to: registration, transportation at the current negotiated mileage if traveling by automobile, and meals per established guidelines. Every attempt will be made to keep costs at a minimum. If a room is required and approved, reimbursement will be for the actual cost of the room.

**Expenditure Reimbursement Guidelines**

The level of reimbursement for meals will be a based upon State guidelines for breakfast, lunch, dinner. This may also be calculated on a per diem basis, given full day of meeting expenses for meals, e.g., if one meal runs over the allowable amount and another is below the allowable amount.

Meals that are part of the meeting are considered part of the registration and therefore fully covered. Reimbursement for alcoholic beverages is not allowed.

Approved cost of the room is limited to cost of a single room. The staff member will pick up the cost difference between a double and a single if his or her spouse has attended the meeting also.

Cost of shows or entertainment are the sole responsibility of the staff member.  
The cost of meals for the staff member's spouse are not reimbursable expenses.

**PROFESSIONAL CODE OF ETHICS**

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- Refrain from using inappropriate language.
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- Respect the confidentiality of personal information concerning pupils' families, aptitudes or behavior, and use that information only to help the child involved. Comply with state and federal laws designed to protect the confidentiality of information about students.
- Present controversial issues in a fair and unbiased manner and clearly identify any personal convictions; teacher should not use classroom privileges and prestige to promote partisan politics, sectarian religious views, or other personal opinions.
- Refrain from using his/her position for financial gain or to obtain anything of substantial value for the private benefit of his/her self, his/her immediate family or an organization to which she/he belongs.

Further, each member of the staff is expected to conduct him/herself in a manner that will not conflict with ethical standards for public employees required by local, state or federal laws.

LEGAL REF: Sections 19.41 Wisconsin Statutes

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**PROFESSIONAL STAFF SUPERVISION/EVALUATION  
AND IMPROVEMENT PROGRAM**

Schools exist primarily to educate the young people of this community. In order to promote and develop an outstanding school system, it is necessary to provide and promote the continued professional growth of those who work with these young people through a sound staff development program.

The primary purpose of supervision and evaluation is the improvement of instruction. In order to achieve this, everyone must have a common understanding of the goals, terminology, procedure, and forms utilized to supervise teachers and evaluate their total performance.

With this in mind the Deerfield Community School District Board of Education will develop a Professional Staff Supervision/Evaluation and Improvement Program.

The reasons for having a clearly defined supervision/evaluation program follow:

1. Enhance the education of students by improving instruction;
2. Encourage effective teachers through positive reinforcement;
3. Provide for the achievement of district goals and objectives;
4. Encourage self-motivation to improve individual effectiveness;
5. Give direction for a systematized plan for professional staff growth;
6. Improve staff morale by continued performance feedback;
7. Provide information feedback for immediate decision making, future planning, and the analysis of the school district's various programs;
8. Increase staff awareness of both strengths and weaknesses and encourage continuing competence;
9. Provide for remediation in areas where significant deficiencies in performance are evident;
10. Provide recommendations concerning contractual status;
11. Provide support and reinforcement for staff;
12. Provide opportunities for positive staff-administration relationships;
13. Promote and document accountability through assessment; and
14. Provide opportunities for individual self-analysis relative to instructional skills and related practices/procedures.

Evaluation and supervision will be done on all aspects of a teacher's assignment and responsibility with the continuing goal of improving instruction and increasing student achievement.

**Self Reflection Rubric** – All teaching staff shall complete the self-reflection rubric annually and use the self assessment to create two Professional Development Plan goals.

**Professional Development Plans (PDP)** – Two Professional Development Plan goals will be created by all teachers annually. Teachers will discuss these goals with their supervisor as part of the evaluation process.

**Conferences** – A conference will be held with all teachers due to be evaluated in a given school year in conjunction with the PDP. The purpose of the conference will be to discuss teacher goals for professional development and improving student achievement.

**Evaluation Reports** - Evaluation reports shall be in writing using the Formal Teacher Assessment Record (TAR).

Probationary teachers will be formally observed at least once each semester for the duration of their probationary period. A summary report will be shared with the probationary teacher following the formal observation. Probationary teachers will be evaluated annually using the TAR. The TAR will be discussed with the probationary teacher at an agreed upon date not later than February 15<sup>th</sup>.

Non-probationary teachers will be formally evaluated at least once every three years using the TAR; however, the supervisor maintains the right to initiate a formal evaluation more frequently as needed. Non-probationary teachers due for a formal evaluation will be formally observed at least once during the specified school year. The TAR will be discussed with the non-probationary teacher at an agreed upon date not later than May 25<sup>th</sup>.

**Informal Observations** – Informal observations of a teacher's performance of their duties will be ongoing throughout the year and will be used as input in the formal evaluation process.

**Teacher's Comments** – Provisions will be made on all supervision and evaluation reports for written teacher comments. A self-evaluation using the TAR is a viable process for relating such comments.

**Personnel Records** – All formal evaluation and supervision reports shall be placed in the personnel files.

## **PROFESSIONAL STAFF PLAN FOR IMPROVEMENT PROCEDURES**

When a teacher's performance is judged to be deficient, the immediate supervisor shall begin a review of the teacher's performance. The supervisor shall notify the teacher in writing that the procedure is beginning. The improvement plan shall be written and given to the teacher during a conference held for that purpose.

The procedure includes, but is not limited to:

- statement of the deficiency(ies) based on the Formal Teacher Assessment Record (TAR),
- general plan of assistance to include a directive statement that the plan is to be followed and what action will occur if desired improvements are not achieved,
- program to be followed with a series of reasonable activities and timelines for each area of unsatisfactory performance and possible resources to help improve performance, and
- follow-up evaluation of the plan including the supervisor's recommendation regarding the future status of the teacher.

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LEGAL REF.:   Section 121.02(1)(q) Wisconsin Statutes  
                  PI 8.01(2)(q), Wisconsin Administrative Code



**SUPPORT STAFF POSITIONS**

All support staff positions in the school district shall be established by the Board.  
In each case, the Board will approve a job description as presented by the district administrator.  
This will set forth the qualifications, responsibilities, and duties in a detailed manner.