

**ARROWHEAD UNION HIGH SCHOOL DISTRICT  
SERIES 700 – PERSONNEL**

**SUBSECTION 710 – STAFF**

**POLICY: 711. STAFF\*\***

1. The Board shall expect each teacher to maintain:
  - a. A knowledge and appreciation of the characteristics, needs and problems of adolescent youth.
  - b. A reasonable currency with scholarship in the major field of instruction.
  - c. An active interest and participation in the professional organization in the major field of instruction.
  - d. A concern and interest in developing, using, and evaluating new materials and methods of instruction.
  - e. A positive approach to classroom instruction with emphasis on the learning of each student as a unique individual.
  - f. An active school/community relationship.
  - g. A compliance with the teacher expectations and job descriptions in Board Policy/Procedures.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: APRIL 14, 1999  
DATE OF REVISION: DECEMBER 14, 2011

**POLICY: 711.1 EMPLOYEE HANDBOOK**

The District will provide an informational Employee Handbook to the staff through Inservice and Intranet resources.

DATE OF ADOPTION: MAY 14, 2014

**POLICY: 711.2 STAFF PHYSICAL EXAMINATIONS\*\***

Upon employment and as required by the superintendent/designee as a reasonable course of action to address an issue, all staff members shall have a physical examination that complies with applicable state statutes. Such examination shall include a standard tuberculin screening/test or chest x-ray. Employees are responsible for obtaining all physical examinations that may be required under this policy and relevant law.

Upon employment, when the employee uses the District-designated medical provider for the examination, the cost for the District-required examination shall be paid by the District. Upon requirement by the superintendent/designee during employment, the employee shall use the District-designated medical provider for the examination unless an exception is made by the superintendent/designee, with the cost for the District-required portions of the examination being paid by the District.

Tuberculin screenings/tests shall not be required of any school employee who files with the School Board an affidavit setting forth that the he/she depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, and that the employee is to the best of the employee's knowledge and belief in good health, and that the employee claims exemption from health examination on these grounds. Notwithstanding the filing of such affidavit, if there is reasonable cause to believe that such employee is suffering from an

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illness detrimental to the health of the pupils, the District may require a health examination of the employee sufficient to indicate whether or not he/she is suffering from such an illness. No school employee may be discriminated against by reason of filing such affidavit.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: MAY 10, 1995  
DATE OF REVISION: DECEMBER 14, 2011  
DATE OF REVISION: APRIL 11, 2018

**POLICY: 711.3 COMMUNICABLE DISEASE – STAFF**

It is the policy of the Arrowhead School District, pursuant to federal, state and local statutes and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment, to promote the good health of staff, and to educate staff in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthful school environment, the District shall provide educational opportunities to staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases (including HIV infection) at school and in school-related activities.

In recognition that an individual's health status is personal and private, the District shall handle information regarding staff with suspected or confirmed communicable diseases confidentially in accord with state and federal statute and established policies. At the same time, however, the District shall comply with applicable public health reporting requirements.

Staff may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. Staff excluded from school pursuant to this policy may appeal their exclusion as set forth in established administrative procedures.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: MAY 10, 1995

**POLICY: 711.4 CRIMINAL BACKGROUND CHECKS\*\***

Applicants

All individuals applying for a position are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- Has been convicted of a misdemeanor or felony in this state or any other state or country;
- Whether there are any pending misdemeanor or felony charges against them in Wisconsin or any other state or country; and
- Has been dismissed or non-renewed, or has resigned from employment in lieu of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for termination of employment.

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Additionally, all persons applying for any position shall be required to:

- Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; and
- Supply a fingerprint sample and submit to criminal history records checks.

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

Knowingly falsifying any of the preceding information shall be sufficient grounds for discharge.

If a job applicant has committed a crime that substantially relates to the circumstances of the particular position for which he/she is applying, the District may take that offense into consideration when deciding whether to employ the individual.

All Employees

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

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. a misdemeanor which involves moral turpitude (e.g., an act or behavior that gravely violates moral sentiments or accepted moral standards of the community); or
- E. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. Failure to report under this policy may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment, or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. the nature of the offense;
- B. the date of the offense;
- C. the relationship between the offense and the position to which the employee is assigned.

Nothing in this policy shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment, or conviction.

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Employees Who Drive, Etc. for District

All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the district administrator or his/her designee. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.

DATE OF ADOPTION:     JULY 13, 1994      
DATE OF REVISION:     MAY 10, 1995      
DATE OF REVISION:     MAY 18, 2004      
DATE OF REVISION:     DECEMBER 14, 2011    

**POLICY: 711.5      EMPLOYEE ALCOHOL AND/OR OTHER DRUG USE\*\***

It is the policy of the Arrowhead School District that students and employees have the right to attend school and work in an environment that is free from the non-medical use of alcohol, drugs, and mood-altering substances. These substances interfere with the learning environment of students and the performance of students and employees. Employees are to report to work free of the effects of mood-altering drugs.

DATE OF ADOPTION:     MARCH 12, 1997    

**POLICY: 711.6      STAFF PROTECTION**

The District is committed to providing its staff with a safe environment in which to work. Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District-sponsored events. The District will not tolerate such conduct from its employees, former employees, contractors, or visitors.

An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence toward anyone else shall make a report in accordance with established procedures. The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

An employee who exhibits violent behavior shall be subject to disciplinary action up to and including discharge and may also be referred to law enforcement.

DATE OF ADOPTION:     DECEMBER 14, 2011    

**POLICY: 711.7      EMPLOYEE WELLNESS**

The District shall encourage healthy behaviors by providing wellness initiatives, which may include fitness activities, health survey assessments, heart risk assessment, and related programs.

DATE OF ADOPTION:     DECEMBER 14, 2011

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**POLICY: 711.8 EMPLOYEE ALCOHOL AND DRUG TESTING\*\***

Reasonable Suspicion Testing

All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol or drugs. Such alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech, or body odors of the employee. The observations must be made by a trained supervisor.

Reasonable suspicion shall not include an employee's lawful use of lawful products, where such use has no reasonable connection or nexus to the employee's work-related responsibilities or obligations under District policy.

Consequence for Violation

Employees who violate the District's policies or rules regarding alcohol or drug use and employees who refuse to consent to testing shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Additional Requirements for Persons Holding Commercial Drivers' Licenses

In order to meet the goal of providing safe and efficient transportation services, the District is committed to an alcohol- and drug-free workplace.

As with other District employees, individuals holding commercial drivers' licenses shall not use, possess, manufacture, distribute, dispense, or be under the influence of alcohol, inhalants, any controlled substance, or substances represented as such while on school premises, in school vehicles, or off premises at any school-approved activity, event, or function where students are under the jurisdiction of the District. In addition, employees holding commercial drivers' licenses shall be subject to the following prohibitions:

- No driver shall consume an intoxicating beverage, regardless of alcoholic content, or be under the influence of an intoxicating beverage, within four hours before going on duty or operating or having physical control of a school vehicle, or performing any safety-sensitive function.
- No driver shall consume an illegal drug, be under the influence of an illegal drug, or have any detected presence of an illegal drug, while on duty, or operating or in physical control of a school vehicle, or while performing any safety-sensitive function.
- No driver shall consume an intoxicating beverage, regardless of alcoholic content, be under the influence of an intoxicating beverage, or have any measured alcohol concentration or any detected presence of alcohol, while on duty, or operating or in physical control of a school vehicle, or while performing any safety-sensitive function.
- No driver shall be on duty, or operate or be in physical control of a school vehicle, or perform any safety-sensitive function while in possession of an intoxicating beverage (including medications which contain alcohol) regardless of its alcoholic content.

These prohibitions apply to all employees whose position requires them to hold a commercial drivers' license when on duty, whenever driving a school vehicle or about to drive a school vehicle.

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This policy is not intended to prohibit the use of medication legally prescribed by a licensed physician, who is familiar with the driver's medical history and specific safety-sensitive duties, and who has advised the driver that the medication will not adversely affect the his/her ability to operate a motor vehicle. Medications prescribed for someone other than the driver, however, will not be considered lawfully used when taken by the driver under any circumstances.

The District shall abide by legal requirements regarding drug and alcohol testing of employees holding a commercial drivers' license.

Any driver who violates the District's policies or rules regarding alcohol or drug use and employees who refuse to consent to testing shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution.

DATE OF ADOPTION:     DECEMBER 14, 2011    

**POLICY: 711.9      STAFF COMPLAINTS AND GRIEVANCES\*\***

The School Board shall provide for the orderly resolution of employee grievances related to discipline, termination, and workplace safety. The exclusive means of resolving employee grievances shall be through the grievance procedure adopted by the Board. Any school employee of the District has the right of access to the grievance procedure.

The procedure shall provide for grievances to be handled in a timely manner and shall contain an appeals process in which the highest level of appeal is the Board. The procedure shall also include an opportunity for employees to present their case before an impartial hearing officer. The Board shall select the hearing officer in accordance with the following guidelines:

- The hearing officer shall be impartial.
- The hearing officer shall be (1) an attorney who is licensed to practice in the State of Wisconsin; or (2) a current or former school administrator who is familiar with procedures for conducting a fair and impartial hearing.
- If the hearing officer is an attorney, that individual may be an attorney who (or whose firm) represents the District in some other capacity only if (1) there is no evidence of bias toward either party; and (2) he/she does not present the case for the administration.
- The hearing officer must be available to hear the case and render a decision in a timely manner.
- The hearing officer may not be an employee of the District.
- The hearing officer must agree to comply with all relevant laws covering personnel and student records.

A determined effort shall be made to settle any grievance at the lowest possible level.

DATE OF ADOPTION:     DECEMBER 14, 2011    

**POLICY: 712.      STAFF BENEFITS**

Each teacher shall have a contract with the District that specifies hours, wages, benefits, and working conditions.

DATE OF ADOPTION:     NOVEMBER 10, 1993

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**POLICY: 713. STAFF DEVELOPMENT\*\***

The purpose of staff development shall be to provide information, concepts, skills, and attitudes that staff members need to be exposed to or to learn. Procedures shall be established by the superintendent to carry out a staff development program.

DATE OF ADOPTION: NOVEMBER 10, 1993  
DATE OF REVISION: MAY 10, 1995

**POLICY: 713.1 PROFESSIONAL STAFF VISITATIONS AND CONFERENCES\*\***

The Arrowhead Union High School District Board of Education encourages teaching staff and Board members to participate in meetings and workshops of local and state professional organizations and educational agencies. National meetings are also supported by the Board under special circumstances. Eligibility to attend functions of this type shall be based upon professional improvement plans, professional interest and leadership, and basic policy procedures as determined by the Board. All leaves and absences for professional staff members are subject to the provisions of the current collective bargaining agreement and Board approval.

DATE OF ADOPTION: FEBRUARY 13, 1996  
DATE OF REVISION: APRIL 12, 2000

**POLICY: 714. DRESS CODE FOR PROFESSIONAL STAFF**

The Board of Education expects professional staff to dress and groom themselves in a manner, which inspires respect from students, parents, peers, and public. Appropriate attire should be consistent with the professional staff's activities. The professional staff dress and grooming should further reflect awareness that many students do regard them as role models. The mode of dress or grooming should not be disruptive to the educational environment of the Arrowhead Union High School District. Principals are expected to counsel teachers assigned to their building accordingly.

The administration shall be empowered under this policy to specify further requirements for staff dress (e.g., more detailed information on what constitutes appropriate clothing for different positions).

DATE OF ADOPTION: JULY 14, 1999  
DATE OF REVISION: APRIL 12, 2000  
DATE OF REVISION: MARCH 10, 2004  
DATE OF REVISION: MAY 13, 2015

**POLICY: 715. COCURRICULAR PERSONNEL RECRUITMENT AND SELECTION\*\***

The superintendent shall supervise the procedures used to recruit and select cocurricular personnel. Building principals shall be involved in these procedures and the activities director shall also be involved when personnel are recruited and selected for high school cocurricular assignments.

Recommendations for appointment to cocurricular duties shall be made to the superintendent for presentation to the Board.

DATE OF ADOPTION: MARCH 9, 1994  
DATE OF REVISION: MAY 10, 1995

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**POLICY: 716. CONFLICT OF INTEREST/NEPOTISM**

In order to promote sound management policies and procedures and to avoid actual or potential conflicts of interest, no close relative of an employee of the Arrowhead School District shall be appointed to any position where, as a result, he/she would be directly supervising or receiving direct supervision from a close relative. In this policy, direct supervision means the power to transfer, assign, lay off, recall, discipline, dismiss, suspend, evaluate, or promote employees (or to effectively recommend any such action) or to resolve grievances filed by employees. This includes but is not limited to full-time employees, limited term employees, seasonal employees, volunteer coaches, and extracurricular positions.

- A. "Close relative," for the purpose of this policy, shall be defined as spouse, parent, son, daughter, sister, brother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, aunt, uncle, cousin or any employee living in the same household no matter what the degree of relationship.
- B. "Direct supervision" includes, but is not limited to, the authority, responsibility, or power to appoint, dismiss, promote, demote, evaluate, or recommend salary adjustments, or to participate in or recommend the appointment, dismissal, promotion, demotion, or salary adjustment of an applicant or employee.

DATE OF ADOPTION:     JULY 14, 1999    

**POLICY: 716.1 STAFF CONFLICTS OF INTEREST \*\***

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

The Arrowhead Board of Education requires private disclosure of any pecuniary interest that any employee of the District may have in any transaction involving School District funds.

DATE OF ADOPTION:     MARCH 10, 2004    

**POLICY: 716.2 GIFTS AND GRATUITIES**

An employee, or a member of the employee's immediate family, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees, or students. It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials. Exceptions to this policy are acceptance of minor items, which are generally distributed by companies through public relations programs. Teachers should accept only gifts of token value from students.

It is the Board's policy for employees to decline gifts, gratuities, or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the district administrator or his/her



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designee for proper processing in accordance with state law and the District's public gifts policy. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Gifts of more than nominal or insignificant value should be graciously declined.

DATE OF ADOPTION: DECEMBER 14, 2011

**POLICY: 717. STAFF SOLICITATIONS**

There shall be no solicitation of employees or students concerning personal matters on school premises.

DATE OF ADOPTION: NOVEMBER 10, 1993

**POLICY: 718. STAFF CONDUCT**

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

The District also expects employees to:

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

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

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

DATE OF ADOPTION: MAY 18, 2004

DATE OF REVISION: DECEMBER 14, 2011

**POLICY: 718.1 ALCOHOL AND DRUG-FREE WORKPLACE**

In order to protect the health, welfare, and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises, in any school-owned vehicle, or off premises at any school-approved activity, event, or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, inhalants, any controlled substance, or substances represented as such. The

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sole exception to these prohibitions involves prescription medication prescribed to an employee and used by the employee in accordance with his/her doctor's instructions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or any controlled substance, the employee may be asked to submit to alcohol and drug assessment testing, which will be done with procedures that ensure the confidentiality and privacy interests of the employee.

Compliance with the District's policies and rules regarding alcohol or drug use is mandatory and is a condition of employment. Employees who violate the District's policies or rules regarding these substances shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution.

An employee who is engaged in the performance of a federal grant shall notify the district administrator of any criminal drug statute conviction for a violation occurring in the workplace. This notification shall be made within five days of such conviction, and the district administrator will then notify the appropriate federal agency. After receiving notice from an employee, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment; or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

DATE OF ADOPTION:     DECEMBER 14, 2011    

**POLICY: 718.2 TOBACCO USE BY STAFF ON SCHOOL PREMISES**

Employees shall not use tobacco products on District premises, in District vehicles, or in the presence of students at school or school-related activities.

Building principals shall be responsible for disseminating information regarding this policy prohibition, including posting appropriate signs on school premises.

Employees violating this policy will be subject to disciplinary action, up to and including discharge, and referral to law enforcement authorities.

DATE OF ADOPTION:     DECEMBER 14, 2011    

**POLICY: 718.3 STAFF ETHICS – CONFLICTS OF INTEREST**

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

DATE OF ADOPTION:     DECEMBER 14, 2011

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**POLICY: 718.4 STAFF INVOLVEMENT IN POLITICAL ACTIVITIES**

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- A. No school employee shall, during hours for which pay is received and during which a student is present, engage in any activity for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- B. No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- C. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

DATE OF ADOPTION: DECEMBER 14, 2011

**POLICY: 718.6 STAFF-STUDENT RELATIONS**

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

DATE OF ADOPTION: DECEMBER 14, 2011

**POLICY: 718.7 MANDATORY REPORTER**

The School Board is concerned with the health, safety, and welfare of all children and recognizes the legal and ethical obligations that school employees have to report suspected or threatened child abuse or neglect. Therefore, the Board expects school employees to carry out those obligations with due diligence in accordance with state law requirements.

All school employees, or other state mandated reporter having reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall report that suspicion or belief to the appropriate authorities. At all times it shall be the aim of the school employee to make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay would not be in the best interests of the child and is not the policy of the District.

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A school employee making a child abuse or neglect report shall inform the building principal or his/her designee of the report so they are aware of the situation. School employees may also consult with student services staff (e.g., the school guidance counselor) on the reporting process and any necessary follow-up activities. No building principal or other District employee may attempt to delay, modify, or prevent any report of suspected or threatened child abuse or neglect. It is not the responsibility of school personnel to investigate child abuse or neglect reports or to prove that abuse or neglect has occurred or will occur. Investigation of child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

All information pertaining to a child abuse or neglect report shall be kept confidential, including the identity of the reporter, and shall only be shared with those individuals specifically authorized by law to have access to that information.

The District shall not take any disciplinary action against a school employee who makes a child abuse or neglect report in good faith under this policy. School employees who are state mandated reporters may be subject to school disciplinary action, as well as penalties under state law, for failure to report suspected or threatened child abuse or neglect which they have knowledge of or for divulging confidential child abuse and neglect report information to an unauthorized person.

If a District employee or student is suspected of misconduct under this policy, the District shall conduct its own internal investigation to determine appropriate school disciplinary and other actions.

The district administrator shall establish any necessary procedures to implement this policy and to comply with state law requirements. To maintain awareness on the part of school employees of their child abuse and neglect reporting responsibilities under this policy and state law, the District shall provide staff training on identifying and reporting child abuse and neglect, in cooperation with county child protective services staff. In addition, school employees shall be informed of this policy and its implementing procedures annually through the Employee Handbook and through other means deemed appropriate by the district administrator.

DATE OF ADOPTION: DECEMBER 14, 2011  
DATE OF REVISION: FEBRUARY 8, 2012

**POLICY: 718.10 FALSE REPORTS AND MAKING FALSE STATEMENTS ABOUT A COLLEAGUE OR DISTRICT**

Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms, and work reports. Employees may be disciplined for knowingly making false statements about a colleague or the District.

DATE OF ADOPTION: DECEMBER 14, 2011

**POLICY: 718.12 OUTSIDE EMPLOYMENT**

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform

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any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment, or materials in performing outside work. When the periods of work are such that certain evenings, days, or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment.

DATE OF ADOPTION: DECEMBER 14, 2011

**POLICY: 719. PERSONNEL RECORDS**

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

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

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

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

DATE OF ADOPTION: DECEMBER 14, 2011