



Mukwonago Area School District

Building Better Schools Together

To: Steven Telkamp
From: Rachel Hermann
Subject: Letter of Reprimand Regarding Inappropriate Behavior
Date: March 22, 2024

This is a letter of reprimand being issued to you based on a concern that was brought to my attention on March 14, 2024. Based on my investigation, I believe your conduct violated School Board Policy #3210, Staff Ethics. Your behavior also violated the professional code of conduct outlined in the Employee Handbook.

Outline of Concern:

On Thursday, March 14th a concern was brought forward to your administrator's attention that you were making Student A uncomfortable in class by doing the following:

- Winking at Student A
- Staring at Student A for extended periods of time
- Touching Student A's hair and shoulder
- Going out of your way to give unwanted attention to Student A

Additionally, it was brought to your administrator's attention that you made inappropriate comments to Student B about her clothing being too tight, specifically, her shirt.

Conclusions of Investigation:

On Tuesday, March 19th, I met with you as part of the investigation around these concerns. During that meeting, you shared the following:

- You did give Student A extra attention in an attempt to help bring her out of her shell as she was new to the district and you wanted her to feel welcome.
- You do wink at students as a way to create bewilderment and draw out a smile.
- On occasion, you have patted students on the shoulder or on the head.

Additionally, as a result of my investigation, I have concluded that you did make comments about Student B's shirt. While you thought these comments were in jest, Student B was uncomfortable and did not take them as a joke.

These behaviors have not only impacted the students involved, but have also negatively impacted the student's parents, other students in the building, and the school community as a whole.

Expectation Moving Forward:

As educators, it is our responsibility to foster an environment where all students feel safe, respected, and valued. You are expected to demonstrate professionalism in your work with students. Winking at students could easily be misconstrued as flirting, and as such, it is an inappropriate nonverbal affirmation to use with students. Additionally, physical contact with students should be avoided, as there is also room for interpretation, and it could be misconstrued as flirtatious behavior.

Please take time to review the following (which are attached to this letter):

#3210 Staff Ethics

#3213 Student Supervision and Welfare

Employee Handbook

Additional issues of this nature will result in further disciplinary action, including, and up to, termination.

The teacher's signature signifies receipt of the letter and that its contents have been discussed with them; not whether the staff member agrees with its contents. The staff member may include a response, which will be appended to this document.


Teacher

3/22/24
Date


Administrator

3/22/24
Date