

Wrightstown Community School District

*“Excellence in Student
Achievement”*



*“Quality Education for Every
Student”*

Faculty and Staff Handbook

2019-2020

www.wrightstown.k12.wi.us

VISION

“excellence in student achievement”

MISSION

"quality education for every student"

BELIEFS

- Student learning is the district’s highest priority.
- Student learning is composed of:
 - intellectual development*
 - human and social development*
 - career development*
- All students can learn, can demonstrate what they have learned and their learning is measurable.
- Student learning is best accomplished when there is an environment that fosters a joy of learning, positive student relations, honesty, trust, responsibility and respect.
- Family, students, staff and community all share the responsibility of providing a productive, safe and compassionate learning environment.
- Ongoing professional development ensures a highly qualified staff, which is necessary for student success.
- Annual District goal setting is important to ensure focus on continuous district improvement and that decision-making will be based on the use of data.

STUDENT EXPECTATIONS

intellectual development

- grade level competency in reading, writing, mathematics, social studies, and science
- the ability to communicate effectively with a range of audiences, including the ability to access, synthesize and present information
- the ability to think critically, utilize information and information-technology to solve problems, to develop opinions and to make decisions

human and social development

- the knowledge and understanding of the rights, privileges and responsibilities of United States and global citizenship.
- the knowledge and positive habits they need to be physically and emotionally healthy individuals
- the understanding of the importance of daily attendance, punctuality and active engagement in the learning process
- the knowledge and skills required to be socially responsible citizens who give back to the community as a whole
- the ability to demonstrate consideration and understanding for the diversity of thought, beliefs and people

career development

- the competencies they need to be self-directed individuals who display initiative, set priorities, establish career and life goals
- the knowledge and understanding of the range of career choices available to them and the actions required to pursue specific career paths
- the skills required to work effectively and safely with others

PARENT EXPECTATIONS

- the ability to build relationships through communication with teachers and school administration
- the understanding of the importance for independence and accountability for their children
- the knowledge and understanding for the need to have children prepared, on-time and ready to learn
- the understanding for the need to provide a conducive environment for homework that fosters independence, stamina for learning, problem solving, and self-reliance
- the ability to access and utilize all resources available to foster a positive and stable environment for children

Coming
Sharing
Together,
Together,
Succeeding
Together,
Together *for*
students!

Dear Colleagues,

Thank you for your continued dedication to the students and families in the Wrightstown Community School District. The work you do each day to make a difference for the District students and families is greatly appreciated!

Please review the contents carefully and talk to your building principal or supervisor about any areas about which you have concerns or questions. We view this handbook as an effort to define shared understandings about professional standards, expectations and conduct.

Thank you for your commitment to the children and families of our school community. We look forward to working with you throughout the coming year.

The Wrightstown Community School District Board of Education

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DISTRICT CONTACT INFORMATION

BOARD OF EDUCATION

The Wrightstown School District is governed by a seven-member Board of Education. The role of the board is to represent the students of the district through the creation of policies and programs that support excellent teaching, a positive and inclusive school environment, and high student achievement.

Board Committees

The Board of Education has four standing committees: Human Resources, Finance and Facilities, Goals & Policies, and Curriculum & Student Achievement.

The committees meet on a monthly basis. Notice of committee meetings is made a minimum of 24 hours prior to the meeting and posted in the district office. Staff members are encouraged to attend committee meetings if interested.

Policies

Board policies are available for viewing on the district website. It is the responsibility of all employees to know, support and implement district policies. Any questions or suggestions regarding board policies should be referred to the building principal or the District Administrator.

Regular Meetings

Regular meetings of the Board of Education are scheduled for 6:00 p.m. on the third Wednesday of each month. The meeting agenda and background information are posted by the Wednesday prior to each meeting on the district website, each building, Wrightstown Post Office and the Greenleaf-Wayside Bank.

Board of Education Members

Mike Van Eperen, Board President	micvan63@yahoo.com
Sarah Hock, Board Vice President	sarahannehock@gmail.com
Tom Eggert, Board Treasurer	teggert5@gmail.com
Tina Leick, Board Clerk	tleick007@gmail.com
Tiffany Van Vreede, Board Director	vanvreede04@gmail.com
Joie Cunningham, Board Director	kjrc4@yahoo.com
Laurie De Cleene, Board Director	mldecleene@yahoo.com

ADMINISTRATIVE TEAM

The Administrative Team is composed of the District Administrator, Building Administrators, Pupil Service Director, Psychologist, Business Manager, Food Service Director, Building & Grounds Director, H.S. Activities Director/Assistant Principal, and District Technician.

The Administrative Team works for and with faculty, staff and the Board of Education to keep the focus of the district on student learning. Toward this end, they act in collaboration to review and enhance the operation of the schools, analyze and create policies, troubleshoot issues and areas of concern, and resolve problems.

Carla Buboltz, District Administrator	buboltz@wrightstown.k12.wi.us	x 3100
Sarah Nelson, Elementary School Principal	nelson@wrightstown.k12.wi.us	x 2100
Bob Caelwaerts, Middle School Principal	caelwaerts@wrightstown.k12.wi.us	x 4100
Scott Thompson, High School Principal	thompsons@wrightstown.k12.wi.us	x 6100
Craig Haese, H.S. Activities Director /Assistant Principal	haesec@wrightstown.k12.wi.us	x 5010
Caroline Mihalski, Pupil Services	mihalski@wrightstown.k12.wi.us	x 5004
Dan Storch, Business Manager	storch@wrightstown.k12.wi.us	x 3200
Kris Baeten, Network Specialist	baeten@wrightstown.k12.wi.us	x 5012
Russ Bowers, Building & Grounds	bowers@wrightstown.k12.wi.us	x 2330
Carrie LeMahieu, District Psychologist	lemahieu@wrightstown.k12.wi.us	x 5001
Jennifer Tilot, Food Service	tilot@wrightstown.k12.wi.us	x 6243

OFFICE ASSISTANTS

District Office

Marian Kaufman, Administrative Assistant	kaufman@wrightstown.k12.wi.us	x 3000
Chris Merckx, District Bookkeeper	merckx@wrightstown.k12.wi.us	x 3300

Elementary School

Penny Barta, Administrative Assistant	barta@wrightstown.k12.wi.us	x 2000
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Middle School

Lisa Do-McKenzie, Administrative Assistant	do-mckenzie@wrightstown.k12.wi.us	x 4000
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High School

Karen Kleiber, Administrative Assistant	kleiber@wrightstown.k12.wi.us	x 6000
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Department Support

Lisa Durocher, Pupil Services Assistant	durocher@wrightstown.k12.wi.us	x 4118
Brenda Halfman, Guidance/Activities Assistant	halfman@wrightstown.k12.wi.us	x 6109

Provisions Applicable to All Staff

*"Excellence in Student
Achievement"*



***"Quality Education for Every
Student"***

SECTION A: EMPLOYMENT LAW

EMPLOYMENT OF MINORS

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

EQUAL OPPORTUNITY

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, gender expression, gender non-conformity, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

DISCRIMINATION AND HARASSMENT

The Wrightstown School District is an equal opportunity employer. Personnel hiring and administration in the District are conducted so as to not discriminate against applicant or employee on the basis of age, race, religion, sex or sexual orientation, gender identity, gender expression, gender non-conformity, color, marital or parental status, pregnancy, citizenship, handicap or disability, creed, arrest or conviction record, national origin, ancestry, political affiliation, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, use or non-use of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the district. Application forms, hiring practices and personnel administration shall be periodically evaluated to identify and eliminate existing stereotypes and biases.

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms harassment. The District shall not tolerate harassment based on any personal characteristic described in the preceding paragraphs. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults or slurs directed toward the protected groups set forth above (*Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks*);
- D. Taunting based on personal characteristics described above intended to provoke an employee; and/or
- E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that discrimination and harassment do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures.

All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

Discrimination and harassment complaints shall be processed in accordance with established procedures.

EMPLOYEE DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES

Any employee or applicant for employment who believes that the Wrightstown Community School District or any part of the school organization has in some way violated the district's equal opportunity employment policy may bring forward a complaint as outlined below. Harassment complaints shall be processed in accordance with procedures outlined in board policy.

A. Informal Procedure

Anyone who believes he has a basis for complaint shall discuss the concern with the building principal, who will investigate the complaint and reply to the complainant. If this reply is not acceptable to the complainant, he may initiate formal procedures according to the steps listed below.

B. Formal Complaint Procedure

Step 1: The formal complaint should be submitted in writing to the District Administrator or designee, using the Discrimination/Harassment Complaint Form. The District Administrator or designee shall immediately undertake an investigation of the suspected infraction. He or his/her designee shall review with the building principal(s) and other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.

Step 2: If the complainant is dissatisfied with the decision of the District Administrator, he may appeal the decision in writing to the Board of Education. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing. Copies of the written decision shall be mailed or delivered to the complainant and filed in the district office.

Step 3: If at this point the complaint has not been satisfactorily settled, further appeal may be made as appropriate to the U.S. Office of Civil Rights (Region V, 300 S. Wacker Drive, 8th Floor, Chicago, IL 60606), the Equal Rights Division of the Department of Workforce Development (DWD), the State Superintendent of Public Instruction and/or courts having proper jurisdiction. Nothing in these procedures shall preclude an employee or applicant for employment from pursuing other avenues afforded by law to deal with a discrimination complaint in lieu of these procedures.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept in a secure location for each complaint filed and, at a minimum, should include:

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

FAMILY MEDICAL LEAVE ACT (FMLA) OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for over 1,250 hours over the previous 12 months. Comprehensive information is available for you by contacting the District Office.

SECTION B: GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

DISTRICT EXPECTATIONS

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

The District expects employees to comply with the standards of conduct set out in Board policies, this *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, regulations and guidelines may be subject to disciplinary action, up to and including termination of employment.

ACCIDENTS AND INJURIES

All work-related accidents that involve personal injury or property damage MUST be reported to your direct supervisor immediately following the accident. Where personal injuries are involved, reporting is not only mandatory but also very important for protecting and preserving your access to worker's compensation insurance coverage. The District Office will then use the information from the *notice of incident* to complete and send an accident report to our worker's compensation insurance carrier within three days of the injury.

ATTENDANCE

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in on an **Employee Absence Form** using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

CHILD ABUSE OR SUSPICIONS OF NEGLECT

Child Abuse and Neglect – Mandatory Reporting

Any school employee who knows or suspects that a child's health or welfare has been or appears to have been harmed, as a result of child abuse or neglect, has a legal responsibility and duty to report the case in accordance with these procedures. If you have any questions regarding your responsibilities or role, you must contact your immediate supervisor for assistance. To call and report a suspected case of Child Abuse or Neglect, call Brown County Social Services at 448-6036 or Outagamie County at 832-5161.

Reporting Potential Neglect or Abuse

- 1. Teacher/Staff Member Notifies Building Principal or Counselor of Student Welfare Concern with Necessary Information**
 - a. Provide Student Name and Information Reported to You by Student/Parent/Other
 - b. Principal Calls School Resource Officer
 - a. Reports Student Name, Concern and Call to Child Protective Services
 - c. Principal Enters Information Into Skyward
- 2. Teacher/Staff Member Calls Child Protective Services with Necessary Information**
 - a. Student Name
 - b. Student Birthday
 - c. Reported Concern
 - d. Alerts Intake Worker of Call to School Resource Officer

Child Abuse – A Working Definition

A. **Child abuse** is the actual injury to a child (person under 18) by any adult or person five or more years older than the child.

1. **Physical abuse** involves the use of force, and includes inappropriate or too forceful discipline.

Indicators to watch for include:

- a. Bruises or cuts that are unusual in shape or size and located in sensitive areas like the face or the posterior body areas.
- b. Swollen or stiff joints.
- c. Burns that look like they may have come from cigarettes, scalding, or a specific instrument.
- d. Absence of hair, and/or swelling under the scalp.
- e. Rope burns.
- f. Belt, buckle, or electrical cord markings.

Note: Children should be examined in a private setting, by two adults with whom the child is comfortable. A child with very dark skin may need to be examined in strong light with the skin stretched by bending or twisting. A child's expressed desire not to be examined should always be respected, and a report filed with DSS.

2. **Sexual abuse** is the use of a child for the purpose of sexual gratification by a person 5 or more years older than the child. Sexual abuse may include but is not limited to:

- a. Intercourse or penetration of a bodily orifice.
- b. Fondling or disrobing a child.
- c. Voyeurism and exhibitionism.
- d. Photographing a child in ways or circumstances the child finds uncomfortable.
- e. Speaking or behaving in such a way as to attempt to sexually stimulate the child or the adult.

Behavioral indicators are rare and subtle, but may include refusal to change clothing, poor hygiene, developmentally inappropriate sexual behavior, and marked change in behaviors, attitudes, etc.

3. **Emotional abuse** is the extreme belittlement and verbal abuse of a child or the extreme failure to provide the warm, loving environment that allows a child to mature and develop normally.

B. **Neglect** is the continuing failure to provide for the basic needs of the child. This includes food, appropriate clothing, safe shelter, and proper supervision. This also includes:

- Medical neglect is the failure to provide medical care for any condition which can cause damage if left untreated. This includes failure to treat or continue to treat common contagious conditions such as ringworm, impetigo, and conjunctivitis.
- "Fire law neglect" occurs when a young child is left to himself, or to supervise other young children for more than a short time.

Note: Any doubt about reporting suspected abuse or neglect shall be resolved in favor of the child. The report shall be made immediately and prior to the child's leaving school. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Failure to report by any school employee may result in disciplinary action against the employee by the school system and civil and criminal action under the law.

COMMUNICATIONS

The District is committed to providing technology resources that allow employees to communicate effectively with all stakeholders in the District. It is the District's intention to have our staff actively communicate with students, families, and the community to build positive relationships. In the District's effort to maintain current technology practices to enhance communications, more responsibility and cooperation is required of employees to use the core software programs and technology resources effectively and responsibly.

It is important to take public perception and your role as a public employee into account with all communication. Your online and electronic communications and behavior should reflect the same standards of honesty, respect, and consideration that you use with face-to-face communication. Remember that all communications including, but not limited to, Google Classrooms, Google Hangouts, Remind, Class Dojo, Blooms, My Big Campus, Skyward, blogs, wikis, podcasts, emails, texts, and messages are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online or electronically. A key to ALL communications is to use good judgement!

A. Electronic Communications:

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. In all communications, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the Board, users have no reasonable expectation of privacy, including the use of email, text messages and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and District administration. External electronic storage devices are subject to monitoring if used with District resources.

- B. User Responsibilities: Network/Internet users (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the Network/Internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
 2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
 3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
 4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.
- C. Electronic Communications with Students: Employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as set forth herein. An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student.

For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. The following definitions apply for purposes of this section on Electronic Communication with Students:

"Authorized Personnel" includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the District Administrator or a building principal.

"Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

"Electronic media" includes all forms of social media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video sharing Websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, MySpace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

- D. Limited Electronic Communication with Students: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications (texts, messages, emails, social media posts) to students and parents to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).
2. If an employee receives an unsolicited electronic contact from a student or a parent that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
3. The employee is prohibited from communicating with students through a personal social network page; the employee may create a separate social network page ("professional page") for this purpose. The employee must enable administration and parents to access the employee's professional page.
4. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
5. The employee is encouraged not to communicate with any student between the hours of 10:00 p.m. and 6:00 a.m. unless the employee has supervisory responsibilities for the student at that time or if the communication is within the scope of the employee's professional responsibilities. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
6. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
7. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:
 - a. prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
 - b. confidentiality of student records.
 - c. confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses.
 - d. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
 - e. An employee may request an exception from one or more of the limitations above by submitting a written request to his/her immediate supervisor.

- E. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records. Employees who create pupil records via email need to ensure that pupil records are retained for the period of time specified by the pupil records law.
- F. Electronic Recording: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.
- G. Compliance with Federal, State and Local Law: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. Confidentiality of student records.
 2. Confidentiality of other District records, including educator evaluations and private email addresses.
 3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
- H. Personal Web Pages: Employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- I. Disclaimer: The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice,

services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

J. Communication Expectations and Responsibilities

1. All employees are required to know and use the District's email system.
2. Upon arrival at school, or as soon thereafter as work duties allow, all employees are required to check their voicemail, email and mailbox. Employees are reminded to also check SPAM folders to assure that a parent or student email has not been included in the folder accidentally.
3. Before leaving at the end of the day, all employees are required to check their voicemail, email, and mailbox. Note: If the nature of your responsibilities does not allow you to do items 2 and 3 above, you must check your voicemail, email, and mailbox once per day.
4. All email, voicemail, or written correspondences should be returned within 24 hours if possible. Return email, voicemail, or written correspondences as soon as possible when returning from an extended school break, weekend, sick leave or personal day.

K. Appropriate Use of School Communication

1. It is important to clarify the acceptable use of school communication systems, such as voicemail, email, telephone, mailboxes, etc. Here are several principles to use as a guide.
2. Occasional use of school communication systems for personal reasons is acceptable. However, the key word is "occasional".
3. You cannot control what you receive, but you must control what you send. If you receive something inappropriate, delete it or dispose of it, and inform the sender that you do not wish to receive such communications.
4. Regardless of the communication medium, send messages to others on a "need to know" basis. Please be cautious of 'Reply to All' when responding to email correspondences. Most return messages are best sent to only the original sender.
5. Using school communications to make a profit or to conduct a business is unacceptable. It is acceptable to advertise items for sale or services you may offer in a designated area in the staff lounge/workroom.
6. Use of school communications to share beliefs of a personal, religious, or political nature is inappropriate.
7. Use of school communications to build staff morale, advertise staff functions, etc. is acceptable. However, be cautious about the type of humorous or entertaining message you access or share. Obviously, anything with sexual, racist, sexist, homophobic, etc overtones is unacceptable.

L. Email Communication Guidelines

1. All Wrightstown School District employees are established on the district email communication network and are responsible for checking their email.
2. Please contact the Network Manager, to obtain your initial password. Once you have accessed your email account, you are responsible for changing your password for secure access to your email messages.
3. All building and district-wide announcements are made via email or Skylert.

4. Remember that any email you send always carries the name of the Wrightstown School District. Treat it as if you were sending a letter on Wrightstown Schools' letterhead.
5. Do not assume that any communications are private or confidential. All communications done on school computers or through the district server or district WIFI are potentially subject to "open records" laws and may have to be divulged if requested by a citizen. If you need to communicate sensitive information, do not use email, social media, or other means of on-line communications. Even communications created and sent on **personal devices**, that fall within the scope of your employment, may be subject to open records requests.
6. Don't key email messages in all caps.

CONFIDENTIALITY

It is EXTREMELY important that we remember to keep all matters involving our students CONFIDENTIAL at all times and ONLY share those matters with the appropriate individuals (i.e. parents, principal, counselor, case workers).

When sending email messages, please be careful not to share confidential information. Remember that email messages can easily be forwarded to many people and sometimes gets into the wrong hands.

CONFLICT OF INTEREST

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

CONTRACTS AND CONFLICT OF INTEREST

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. *See Wis. Stats. § 946.13(1)(a) and (b).*

COPIERS

Production of copies is the responsibility of the individual staff members. High speed copiers are available in each school for use. You will be required to enter a pass code to use the machines. If you have questions about machine use, ask for help from your building secretary. Do not, however, expect office staff to make copies for you.

Copyrighted Materials

The district directs all staff and students to comply with federal copyright law. Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain limited exemptions. Unauthorized reproduction or use of copyrighted materials by district employees or students is illegal and unethical and may be subject to consequences.

CRIMINAL BACKGROUND CHECKS

All 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:

- A. Has been convicted of a misdemeanor or felony in this state or any other state or country; and
- B. 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.

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.

CRIMINAL BACKGROUND CHECKS/CHARGES/CONVICTIONS FOR ACTIVE EMPLOYEES – OBLIGATION TO REPORT CRIMINAL RECORD

All District employees shall notify his/her 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. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section 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 herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

DRUG-, ALCOHOL- AND TOBACCO-FREE WORKPLACE

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. Tobacco/Vaping Products: Employees shall not use tobacco or vaping products, including chewing tobacco or e-cigarettes, on District premises, in District vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment.
§ 120.12(20), Wis. Stats.
- C. Drug-Free Awareness Program: The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and (if applicable) employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. § 702(a) (1)
- D. 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 and/or drugs. Reasonable suspicion 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. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- E. Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment.

EMPLOYEE IDENTIFICATION BADGES

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time.

FALSE REPORTS

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.

FINANCIAL CONTROLS AND OVERSIGHT

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

FRAUD AND FINANCIAL IMPROPRIETY

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Fraud and financial impropriety shall include but is not be limited to the following:

1. forgery or unauthorized alteration of any document or account belonging to the District;
2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
3. misappropriation of funds, securities, supplies, or other District assets, including employee time;
4. impropriety in the handling of money or reporting of District financial transactions;
5. profiteering as a result of insider knowledge of District information or activities;
6. unauthorized disclosure of confidential or proprietary information to outside parties;
7. unauthorized disclosure of investment activities engaged in or contemplated by the District;
8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy.

9. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
10. failure to provide financial records required by state or local entities;
11. failure to disclose conflicts of interest as required by law or District policy;
12. disposing of District property for personal gain or benefit and,
13. any other dishonest act regarding the finances of the District.

Fraud Investigations: If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

GAMBLING

Gambling on District-owned or leased premises is prohibited at all times. Gambling during the workday on or off District property is prohibited.

GIFTS AND SALE OF GOODS AND SERVICES

Gifts: 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 to all by companies through public relations programs. Teachers should accept only gifts of token value from students.

It is the District's policy for individuals 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 Building Principal for proper processing under the District's policy on gifts and solicitations and the terms of § 118.27, Wis. Stats.. 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. Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined.

Sale of Goods and Services: No District employee may receive for his or her personal benefit anything of value from any person other than his or her employing District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of his or her employing District or at an activity of his or her employing District. § 118.12, Wis. Stats.

HONESTY

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, pupil records, etc.

INVESTIGATIONS

- A. Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired except as provided for below in paragraph "B". Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination.
- B. Investigation interplay with potential criminal conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a *Garrity* warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967).
- C. Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

KEYS

You are responsible for your keys at all times. Do not lend your keys to any unauthorized personnel: this includes students and people not employed by the school district. Also, do not leave your keys or other valuables in unlocked areas: keep them on your person or in a safe place at all times. Since the school needs to be kept secure, and one missing key allows access to the building, please report any stolen or misplaced key to the principal immediately.

LICENSURE / CERTIFICATION

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found in the District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

NEPOTISM

Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity, which they may have with a current employee of the District. However, to avoid possible conflicts of interest, which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person.

- A. Definition: For the purposes of this *Handbook*, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with his or her spouse, designated partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adoptive sibling, adoptive child, adoptive parent, adoptive first cousin, a financial dependent or co-dependent [for example sharing the same place of residence]. A "relationship by consanguinity" is defined as a relationship which an individual

has with a blood relative that extends to first cousin. The phrase "decision to hire" includes every aspect of the hiring process.

- B. Employee Reporting Requirements: Should a District employee be called upon to participate in a decision to hire, retain, promote, evaluate, or determine the salary of a person related to him or her by affinity or consanguinity, as defined above, the employee shall refrain from participating in such decision and shall instead delegate his or her decision making authority regarding that person to the District Administrator or his or her designee. Should the District Administrator be called upon to participate in a decision to hire, retain, promote, evaluate or determine the salary of a person related to him or her by affinity or consanguinity as defined above, he or she shall refrain from participating in such decision and shall instead delegate his or her decision making authority in regard to the employment status of that person (i.e., decision to hire, retain, promote, evaluate, etc.) to another employee of the District.

OPERATORS OF DISTRICT VEHICLES, MOBILE EQUIPMENT, PERSONS WHO RECEIVE TRAVEL ALLOWANCES AND TRANSPORTING STUDENTS USING PERSONAL VEHICLE

- A. Allowances or Mileage Reimbursement: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, ditch witches, and golf carts.
- B. Notice of Traffic Violations: 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. 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.
- C. Drivers: All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *See Wis. STAT. § 121.52(2)*.
- D. Private Vehicles: The Board recognizes the need for some school employees, or other persons serving in an official capacity, to use their own motor vehicle for transporting students to educational opportunities when the operation of a school bus is impractical. Transporting students in private vehicles allows the district to cost-effectively provide transportation for this limited number of individuals. To safeguard the District, employees and students in matters of liability, particularly as it relates to the transporting of students, the following policy guidelines shall be observed.
1. District employees or other persons serving in an official capacity shall have the written permission of the district administrator, or designee, in order to use a private motor vehicle for school purposes. Permission may only be granted if the person providing transportation has satisfactorily met all District and state law requirements, holds a valid regular Wisconsin driver's license, proof of insurance, and a clear driving record.
 2. The District shall assume no responsibility or liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary

authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary.

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 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.

PERSONAL APPEARANCE / STAFF PROFESSIONAL DRESS CODE

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the District.

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, unprofessional or which adversely affects the educational atmosphere. Professional teaching staff should avoid wearing yoga pants, sweat pants or wind suits, flip flops, and shorts or capris shorter than knee length unless related to job responsibilities or special school activities.

The District will require custodians, maintenance, and food service personnel to wear uniforms provided by the school system. Appropriate safety gear shall also be worn at all times as deemed necessary. Any designated employees (e.g. custodial, cleaning, maintenance, transportation, food service et al), shall not wear open-toed or slip-on shoes during regular work hours.

PERSONAL PROPERTY

- A. Liability: The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

- B. Search of Personal Effects [Please see section 3.41 of the *Handbook* for information on the Search of District Property]: Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

PERSONNEL FILES

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 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 thereto may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in § 103.13(6), Wisconsin Statutes, upon payment of the actual cost for making such a copy.

If the request to review personnel records is pursuant to an active grievance filed by that employee, the District will provide copies of the records to the employee, at the employee's expense, and the employee and his or her representative may examine the copies outside of the presence of the administrator/records custodian.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. § 103.13(4) Wis. Stats.

PERSONNEL – STUDENT RELATIONS

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) 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 shall not use profane or obscene language or gestures in the workplace.

PHYSICAL EXAMINATION

- A. Examination: Upon initial employment and thereafter, physical examinations shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District. A TB Risk Assessment Questionnaire will be required for all new employees as well.
- B. Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

POLITICAL POLICY

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, use any time 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, facilities or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

POSITION DESCRIPTIONS

Position descriptions are available for inspection for each District employee. At a minimum, the descriptions will include the job title and description, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description.

SEVERANCE FROM EMPLOYMENT

An employee's employment relationship shall be broken and terminated by:

- A. Termination pursuant to the terms of this *Handbook* and the employee's individual contract [if any];
- B. voluntary resignation;
- C. retirement;
- D. nonrenewal of the employee's contract, [only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes];
- E. failure to return to work following recall from layoff within fourteen (14) calendar days of receipt of notice to do so;
- F. the employee having been on layoff for twelve (12) consecutive months;
- G. failure to return to work the day following the expiration of an authorized leave of absence; and
- H. job abandonment.

SOLICITATIONS

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political or for other purposes. All solicitations of employees must be approved in advance by the administration and be consistent with Board Policy.

TEAMWORK

Providing a quality education for students and a quality work experience for employees involves teamwork among all employees in the District. Some important actions are:

- A. Getting to know co-workers and their capabilities.
- B. Helping to create a pleasant, caring and enjoyable work atmosphere.

- C. Making use of District technology to effectively communicate with all employees in the District.
- D. Making use of District technology in order to perform all job functions well.

Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective team member is a key component in accomplishing the District's mission.

WELLNESS

- A. Educational Environment: District employees are encouraged to facilitate a healthy learning atmosphere for students to promote wellness. The District encourages staff to use foods of a high nutritional value in fundraising activities and to create an educational environment that supports the promotion of healthy food and beverage choices for students. Using food as a learning or behavior incentive should be kept to a minimum. Incentives shall be healthy food choices. The withholding of a meal as punishment is prohibited.
- B. Employee Wellness: The District shall encourage healthy behaviors by providing wellness programs, educational opportunities and a healthy work environment for employees.

EMPLOYEE (WHISTLEBLOWER) PROTECTION

- A. Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the District Administrator. If the complaint is about a practice or activity of the District Administrator, the complaint must be filed with the Board President.
- B. Purpose: It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.
- C. Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

WORK SPACES, INCLUDING DESKS, LOCKERS, ETC.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for 'Personal Property' in this *Handbook*.

WORK MADE FOR HIRE

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations, curriculum plans, teaching documents, or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal copyright laws, this is called "work made for hire." An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

WORKPLACE SAFETY

A. Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

1. Location of fire alarms;
2. Location of fire extinguishers;
3. Evacuation routes; and
4. Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

B. Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.

1. "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
2. "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.

C. Notification of Safety and Health Standards: Wisconsin Statute § 101.055 requires the Wisconsin Department of Commerce to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector

employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore the employee may request the Wisconsin Department of Commerce to conduct an inspection.

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance to address the workplace safety issues. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. *See* WIS. STAT. § 101.055; Public Employee Safety and Health, *available at* <http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

- D. Weapons Prohibition: Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: WIS. STAT. §§ 119.25, 120.13(1), 941.235, 948.60, 948.605, 948.61.
- E. Disaster Preparedness: All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.
- F. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:
 - 1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
 - 2. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).
 - 3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
 - 4. The individual(s) filing the grievance must propose a specific remedy.
 - 5. The issue and proposed remedy must be under the reasonable control of the District.

VIOLENCE / HARRASSMENT IN THE WORKPLACE

- A. Expectations: 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 in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.
- B. Definitions as Used Under this Section:

1. **Workplace Violence:** Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District.
 2. **Threat:** A communicated intent to inflict physical or other harm on any person or property.
 3. **Intimidation:** Behavior or communication that comprises coercion, extortion, duress or putting in fear.
 4. **Court Order:** An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including temporary restraining orders.
- C. **Prohibited Behavior:** Violence or harassment in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:
1. Assault or battery.
 2. Blatant or intentional disregard for the safety or well-being of others.
 3. Commission of a violent felony or misdemeanor.
 4. Dangerous or threatening horseplay or roughhousing.
 5. Direct threats or physical intimidation.
 6. Loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment.
 7. Physical restraint, confinement.
 8. Possession of weapons of any kind on District property [please see section 3.43].
 9. Stalking.
 10. Any other act that a reasonable person would perceive as constituting a threat of violence.
- D. **Reporting Procedure:** An employee who is the victim of violence/harassment, believes he/she has been threatened with violence/harassment, or witnesses an act or threat of violence/harassment towards anyone else shall take the following steps:
1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.
 2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible.
 3. An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work [e.g. verbal or physical contact or proximity has been prohibited or restricted], shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.
- E. **Investigation and Investigation Findings:** 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.

In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

VISITORS

Parents and visitors are always welcome to visit our schools. Each must register at the main office before walking through the school building. Please be sure that all visitors have registered for the safety of our students and our entire staff. Visitors should be wearing a guest badge when visiting. If you notice a visitor in the building without a guest badge, please ask them to return to the office to check in. Alert the building principal of anyone refusing to do so.

YOU ARE OUR BEST PUBLIC RELATIONS PERSON!

School employees are public figures, like it or not. Your opinions about education in general and the school system in particular, can loom very large in the mind of the lay person in the school district. Please always keep this in mind when out and about in the community or surrounding area. Parents, students and community members view you as a representative of our schools and what you say about our schools, your colleagues, district and building leadership, our programs, and our strengths or challenges becomes their reality of Wrightstown Community School District and of our faculty and staff. **You are our best advocate for sharing the GREAT things that go on at Wrightstown Schools!**

SECTION C: GRIEVANCE PROCEDURE

Definitions:

1. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety as defined below. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
 - A. the name and position of the grievant;
 - B. a clear and concise statement of the grievance;
 - C. the issue involved;
 - D. the relief sought;
 - E. the date the incident or alleged violation took place;
 - F. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
 - G. the signature of the grievant and the date.
2. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The

time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

3. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
4. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
5. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work or improvement plans or corrective actions that do not include a reprimand or other adverse employment action.
6. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure unless otherwise required by law.

Procedures

The parties will attempt to informally resolve a dispute prior to the first step of the grievance.

The parties may mutually agree to use alternative dispute resolution or mediation at any point during the grievance process. These alternative dispute resolutions or mediations are not binding and may not be applicable to other buildings and other grievance situations.

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet at an agreeable time and place with the grievant in an effort to resolve the issue(s) raised by the grievance. The grievant may choose to have another individual accompany them to the meeting. One day prior notice shall be provided if additional people will be present at the meeting. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement forwarded to the District Administrator particularly describing the reason for appeal. The appeal must be submitted with ten days (10) of the decision in Step 2. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the grievant to properly follow the process, the matter shall be referred to the School Board or a designated committee which shall determine whether the matter should be processed further. If the second step decision is on the merits of the grievance only, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the IHO will be paid by the District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The IHO shall make evidentiary rulings utilizing a relaxed standard of evidence and may accept hearsay evidence. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the School District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties with a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice in the District Office appealing the decision of the IHO within ten (10) days of the decision of the IHO. The Board of Education shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is required by law. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. The Board may conduct a hearing if it so determines or if required by law. A simple majority vote of the Board members participating in the review shall decide the appeal (unless a greater number is required by law) within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are

encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

SECTION D: MANAGEMENT RIGHTS

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this *Handbook*/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. To suspend, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or any other legitimate reason;
- F. To maintain efficiency of school system operations;
- G. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- H. To introduce new or improved methods or facilities;
- I. To select employees, establish quality standards and evaluate employee performance;
- J. To determine the methods, means and personnel by which school system operations are to be conducted;
- K. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- L. To determine the educational policies of the District; and
- M. To contract out for goods and services.

SECTION E: EXPENSE REIMBURSEMENT APPLICABLE TO ALL DISTRICT EMPLOYEES

EXPENSE REIMBURSEMENT

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available in each School Office and the District Office.

SECTION F: WORKER'S COMPENSATION

WORKER'S COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the District Office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out an accident report form.

Benefits While on Worker's Compensation

If any employee is injured while performing duties for the District, the District shall continue to provide worker's compensation insurance, and the employee will be compensated in accordance with the District Worker's Compensation policy.

Injuries Not Covered by Worker's Compensation

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

- A. Injuries because of a self-inflicted wound
- B. Injuries sustained because of an employee's horseplay.
- C. Injuries sustained while an employee does an activity of a strictly private nature.

SECTION G: WORK STOPPAGE

Employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

SECTION H: CONFORMITY TO LAW

If any provision of this *Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.

**Provisions Applicable to
PROFESSIONAL TEACHING STAFF
and STAFF WITH INDIVIDUAL
CONTRACTS
UNDER § 118.22, WIS. STATS.**

*“Excellence in Student
Achievement”*



*“Quality Education for Every
Student”*

SECTION A: DISCIPLINE, TERMINATION AND NONRENEWAL

STANDARD FOR NONRENEWAL FOR TEACHERS

- A. Probationary Employee: A probationary teacher may be non-renewed during their probationary period for any reason, and such nonrenewal will not be subject to the grievance provisions of this Handbook. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats.
- B. Non-Probationary Employee: After completing the probationary period, teachers employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.22, Wis. Stats. No teacher shall be non-renewed for arbitrary or capricious reasons. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats. and is not covered by the grievance procedure under this Handbook.

LENGTH OF PROBATIONARY PERIOD FOR TEACHERS

All teachers who possess one of the following licenses: a professional educator license under Wis. Admin. Code PI 34.18; a master educator license under Wis. Admin. Code PI 34.19; a life license under Wis. Admin. Code PI 34.20; or were hired as an initial educator license under Wis. Admin. Code PI 34.17 shall serve a three (3) year probationary period from the employee's initial date of hire. Initial date of hire is defined as the employee's most recent date of hire with no break in service.

STANDARD FOR DISCIPLINE AND TERMINATION

A teacher may be disciplined or terminated for "cause". Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. "Cause" is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

REPRESENTATION

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the District shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

DISCIPLINARY MATERIALS

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

TERMINATION OF EMPLOYMENT

The employment relationship between the District and any employee is terminated:

- A. If the employee is discharged for cause as defined in 'Standard for Discipline and Termination'.
- B. If the employee quits his/her employment.

- a) Seven hundred and fifty dollars (\$750.00) is assigned as liquidated damages if the employee's resignation is effective on or after July 1st, but before August 1st.
- b) One thousand five hundred dollars (\$1,500.00) is assigned as liquidated damages if the employee's resignation is effective on or after August 1st, but before the start of the school year.
- C. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.
- D. If the employee retires.
 - a) Five hundred dollars (\$500.00) is assigned as liquidated damages if the employee's resignation is effective on or after July 1st, but before August 1st.
 - b) Seven hundred and fifty dollars (\$750.00) is assigned as liquidated damages if the employee's resignation is effective on or after August 1st, but before the start of the school year.

SECTION B: PROFESSIONAL HOURS AND WORKDAY

WORKDAY AND HOURS

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday including a duty-free thirty (30) minute lunch period. The actual workday for each building shall be established by the Board. It is understood that additional time outside the work day may be needed to meet the professional expectations of the district.

All teachers are asked to be in the building, ready for work, rooms open, and available for students from 7:30 am until 3:30 pm, with the exceptions of days preceding holidays, at which time teachers may leave following the close of school, unless otherwise notified by the principal. Teachers can leave only after students in their charge are cleared from the building or transferred to another adult employee supervisor.

MEETING ATTENDANCE

Staff Meetings: Teachers are required to attend all mandatory administratively called staff meetings. Administratively called meetings may begin thirty (30) minutes before the normal workday begins or go forty-five minutes (45) later than the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

Staff members, with a shared assignment between buildings, are expected to attend staff meetings in both buildings. If unable to attend, the building principal shall be notified of the absence in advance of the meeting.

Other Administratively Called Meetings: Teachers are required to attend all meetings of individual educational plans teams, the preparation of individual education plans, parent-teacher conferences, parent meetings, department meetings, Teacher Assistance Team meetings, professional development, or activities of similar nature. Teachers are required to attend such events regardless of the date, time or duration of said meetings. Teachers who are required to attend other administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

ATTENDANCE AT SCHOOL EVENTS

Teachers are required to attend all mandatory administratively required school events. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District or building events that occur after the normal workday. Teachers shall be given no less than thirty (30) calendar days' notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator and/or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the open house.

WORKDAY EXPECTATIONS FOR STAFF WITH SCHOOL AGE CHILDREN

It is the expectation of the district that from 7:30-3:30, staff be involved in the professional responsibilities of teaching, and that before and after school hours be used for preparation, assessing student work, conferencing with parents, colleagues, and administration, providing special assistance to students as deemed necessary, and professional development. Teachers with school age children who attend district schools must find alternate care for their children between 7:30 and 3:30 on regular school days and until the conclusion of any staff or administratively called meetings. In the morning, teachers are encouraged to have their children attend the breakfast program beginning at 7:30 in the cafeteria and then join their peers.

EMERGENCY SCHOOL CLOSURE

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

SCHOOL CALENDAR

The school calendar shall be determined by the Board of Education. Input may be sought from staff and parents in the development of the calendar. The calendar shall consist of 190 working days (179 student contact, 8 professional development, and 3 holidays). The determination of the structure of days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board.

SECTION C: PROFESSIONAL GROWTH

REQUIREMENT TO REMAIN CURRENT

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

Each teacher must commit to attendance at 7 Hours of Individual Staff Development in addition to the 191 Contracted Teacher Days. Attendance is not district-paid or during a scheduled student contact day. Attendance must be entered into *my learning plan* for pre-approval. Following attendance, the Professional Development Summary Form must be completed outlining what was learned at the training and how it will impact student learning in the classroom.

If a teacher is taking graduate courses or continuing education classes and NOT turning them in for Graduate Course Stipends, the hours for the course may be applied to the 7 hours of Individual Staff Development. The course or classes must be entered into mylearningplan to document hours.

At end of year check-out staff will need to print off their current year portfolio to show they have met the 7 hours of Professional Development required by contract.

How to print off your portfolio:

Under **My Info:** on upper left click on "My Portfolio"

Under **Portfolio Views:** on upper left click on "View Current Year"

Then click on the "Print" button on bottom left.

Make sure the hours total a minimum of 7 hours for 2015-16.

If the Activity is not completed, including the Professional Development Summary Form, it will not show up on your portfolio. If you have questions contact Kris Baeten or your building principal for help.

Teachers taking graduate credits for professional growth or credit stipends must submit graduate courses prior to taking the course for pre-approval using the Credit Approval Form. A transcript of earned graduate credits must be submitted to the District Administrator, on or before the first day of school, in order for the stipend to be credited.

Occasionally curriculum stipend pay will be offered to teachers attending summer curriculum training, district-provided professional development or district-required staff training. All stipend offerings must be pre-approved by the Superintendent and cannot be counted for contracted convention or 7-hour professional development days or toward graduate credits.

SECTION D: TEACHER SUPERVISION AND EVALUATION

The Board and teachers view teacher supervision and evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members.

Definitions under this section:

A. "Day" and "Days": The words "day" and "days" in this article mean working school days, excluding holidays, weekends, etc.

B. "Continuing Teacher": A continuing teacher is a teacher who has taught more than three years (3) in the District under a full-time or part-time regular teaching contract.

C. New to the System Teacher: A new to the system teacher is a teacher who has taught less than three years (3) in the District under a full-time or part-time regular teaching contract.

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator may be a certified building principal, assistant principal, or district administrator. The administrator may be a District employee or a non-District employee who is a certified administrator. Prior to the first student contact day, the District will provide the employees with their placement within the supervision and evaluation rotation cycle. The District may modify this list at any time during the contract year. The employees affected by the change will be notified in writing of any changes in the evaluation list.

§ 121.02(1)(q), Wis. Stats. requires that each school board shall evaluate in writing, the performance of all certified school personnel at the end of their first year and at least every third year thereafter.

§ 118.225 A school board may use value-added analysis of scores on the examinations administered to pupils under § 118.30 and 20 USC 6311 (b) (3) to evaluate teachers if the school board has developed a teacher evaluation plan that includes all of the following: (1) A description of the evaluation process; (2)

Multiple criteria in addition to examination results; (3) The rationale for using examination results to evaluate teachers; and (4) An explanation of how the school board intends to use the evaluations to improve pupil academic achievement.

EVALUATION PROCESS

The Wrightstown Community School District follows state and federal guidelines for the evaluation of all educators. The Wisconsin Educator Effectiveness System is designed by and for Wisconsin educators to support the continuous improvement of educator practice that leads to improved student learning. The System is a performance-based evaluation system that balances an educator's professional practice (50%) with evidence of student outcomes (50%).

Specifically, the District utilizes the CESA 6 Effectiveness Equivalency model as the format for educator evaluations. The CESA 6 Effectiveness Project© is 1) Research-based; 2) Standards-driven; 3) Supported by MyLearningPlan OASYSsm; 4) Consistent in format across all levels of performance evaluation 6 standards, common components, all operated within one data management system; 5) Designed around multiple measures of evidence, including both processes and products of effective teaching and leading; and 6) Designed, implemented, monitored and revised in partnership with the educational leaders, teachers, educational specialists, building and district administrators, post-secondary partners, and CESA partners.

A. Basic Requirements

1. A new employee shall be formally evaluated at least two (2) time(s) during the first year of employment.
2. A continuing employee shall be formally evaluated every school year, every second school year, or every third school year at the discretion of the District.
3. All required observations must be completed by May 31st.
4. A summative conference with the administrator will be conducted for all staff in the formal evaluation cycle.
5. Assistance, recommendations and directions may, at the discretion of the District, be provided to each teacher in an attempt to correct professional difficulties observed.
6. All teachers will complete a goal setting plan each year. Details for Student Learning Outcomes are outlined in MyLearningPlan OASYS.

- B. Acknowledgement of Receipt and Response: The teacher will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document within ten (10) school days. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above. The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content. The following statement shall be part of the instrument:

"The signatures do not indicate agreement or disagreement but merely certify that the observation and conference as noted were held and that the opportunity was available for attaching written clarification/objections at the time of signing."

The response must be initialed by the supervisor.

- C. Intensive Support: Intensive support is the supervision and evaluation procedure applied to continuing teachers whose performance has not met expectations as of the most recent summative evaluation conference. Intensive support is designed to improve the overall performance of a veteran teacher whose overall performance has not met expectations. Continuing teachers whose overall performance has not met expectations may, at the discretion of the District, receive intensive support or may be non-renewed pursuant to § 118.22, Wis. Stats. If in the District's discretion intensive support is offered, the process shall be as follows:
1. Goal of Intensive Support: The goal of intensive support is for the teacher to meet expectations. The intensive support plan will be designed to meet the specific needs of the teacher and the performance expectations of the District.
 2. Content of Intensive Support: It may include a description of the teacher's deficiencies, a description of appropriate performance, a goal setting plan to help the teacher develop required skills, a schedule of supervisory activities including at least one evaluation, and a target date by which time the teacher will perform satisfactorily. The plan is not limited to, but might include, the following interventions: any means of staff development defined in the District staff development plan, observations and/or support by experts outside the District, and/or peer coaching or mentoring.
- D. Supervision and Evaluation of New-to-the-System Teachers: New-to-the-system teachers shall be subject to the provisions of this subsection for three (3) complete contract years. A new-to-the-system teacher under this paragraph is a teacher who has not taught more than three (3) years under a full-time or part-time regular teaching contract in the District.
1. Professional Development: New-to-the-system teachers may be required to spend additional work days, some prior to the beginning of school, without additional compensation preparing professional and curriculum materials and lesson plans, attending monthly new teacher support meeting, (in addition to being oriented to the District, evaluation practices and general expectations for their assignments.)
 2. Frequency of Evaluation: New-to-the-system teachers shall be formally observed by the supervisor at least two times each year.
 3. New to the system teachers who are initial educators covered under Wisconsin Code PI 34 are subject to the provisions set forth below in section E.
- E. Initial Educator Professional Development Plan: The individual teacher who holds an Initial Educator License is responsible for developing a Professional Development Plan (PDP). The PDP must demonstrate increased proficiency and professional development based on the Wisconsin Educator Standards. The Initial Educator is also responsible for initiating an annual review of the PDP by the Initial Educator's Review Team (IERT) that is convened by the Initial Educator.

SECTION E: TEACHER ASSIGNMENTS, VACANCIES, AND TRANSFERS

TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS

- A. Determination of Assignment: Teachers will be assigned or transferred by the District Administrator of the District and/or his/her designee.
- B. Assignment Preference Consideration: Teachers may express in writing to the District Administrator and/or his/her designee their preference of: a) school; b) grade level; or c)

subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the District Administrator and/or his/her designee. Insofar as possible, consideration shall be given these requests. Teachers new to the district will continue in the initial assignment through the probationary period of employment unless directed to change the assignment by the Building Principal or District Administrator.

- C. Job Posting: When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's website. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the work hours of the position, the rate of pay for the position, the anticipated start date and the qualifications required for the position.
- D. Process for Filling Vacancies: An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position. The District retains the right and responsibility to evaluate total building and district staffing assignments and availability for staffing replacements when considering options on filling vacancies.
- E. Involuntary Transfers: When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above may, at its discretion, transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours or other fringe benefit as a result of such transfer may contest the transfer as discipline, unless the involuntary transfer was related to budget reductions.

EMPLOYEE RESIGNATIONS

- A. The teacher's contract, which is part thereof, shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:
 - 1. The teacher must give the District notice that they intend on severing their contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.
 - 2. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
 - a. Seven hundred fifty dollars (\$750.00) if the employee's resignation is effective on or after July 1st, but before August 1st.

- b. One thousand five hundred dollars (\$1,500.00) if the employee's resignation is effective on or after August 1st, but before the start of the school year.
 3. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts by June 15th, or whose resignation is tendered and effective after the end of the school year, but before July 1st.
 4. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation.
- B. The Board in its discretion may waive the liquidated damages for the following reasons:
1. Employment transfer of spouse;
 2. Illness of employee;
 3. Other reasons as determined by the Board of Education.
- C. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

TEACHER ABSENCE AND SUBSTITUTE TEACHERS

To assure a quality education for every student, when a teacher is **absent due to illness**, and to enhance communication for the building principals, please be sure to do the following if you are going to be out sick:

1. Contact AESOP (1-800-942-3767) or log into www.frontline.com/aesop to create an absence. Contact may be made any time the evening/night before the absence but must be made by 6:30 AM the day of the absence to assure a quality substitute teacher assignment.

In the event of a **pre-arranged absence** for medical appointments, personal days or professional development (conferences, workshops), please be sure to do the following at least **5 days** before your absence:

1. Contact the building principal face-to-face to alert them of your upcoming absence.
2. Contact AESOP (1-800-942-3767) or log into www.frontline.com/aesop to create an absence. The building principal will receive an email to verify the absence and alert the system to assign a substitute teacher.
3. Follow-up with the building principal to verify substitute teacher assignment.

In the event of a **short-notice medical appointment** (scheduled less than 24 hours before appointment) OR a **medical emergency** for self or immediate family member, employees must alert the Building Principal as soon as possible of their need to leave.

1. Face-to-face notification of need to leave building for a short-notice medical appointment or medical emergency for self or for immediate family member for to the Building Principal is preferred.
2. If Building Principal is not readily available, an email may be sent to the building principal notifying him/her of the need to leave for a medical appointment or medical emergency.

- a. If possible, the Building Principal will acknowledge request via email of need to leave for medical appointment or medical emergency.
 - b. If an acknowledgement of absence is not received prior to leaving, you must notify the building secretary of your request to leave for a short-notice medical appointment or medical emergency.
3. Upon return to work, verify the absence with the building secretary who will reconcile all substitute teachers and staff absences at the end of each week.

SUMMER SCHOOL ASSIGNMENTS

When possible, summer school subjects should be made known on or before May 15. All current teachers in the District may apply for summer school positions.

EXTENDED CONTRACTS

Additional contract days may be added to the contracted school calendar for each teacher at the discretion of the District. Teachers shall be compensated for said days with per diem rates of pay for each of the extended contract days. Days may be scheduled in full or partial day increments.

SECTION F: LEAVE

SICK LEAVE EARNED

- A. Professional School Year Employees: Each employee shall be granted paid sick leave to a maximum of eight (8) days per contract year unless specified otherwise in their individual contract.
- B. Part-time Professional School Year Employees: Part-time employees will receive sick leave on a pro-rated basis based upon the percentage contract they are scheduled to work unless specified otherwise in their individual contract.

SICK LEAVE USE

Sick leave shall be paid for any absence from work due to the:

1. Personal illness, injury or serious health condition of the employee;
 2. Illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition as set forth in Wisconsin Administrative Code section PI 11.02(23) (Examples of a handicapping condition are: Cognitive disability, learning disability, autism, etc.)
 3. Serious health condition of a spouse, child, or parent.
 4. Medical and dental appointments for the employee and/or child that cannot be scheduled outside of an employees' regularly scheduled work hours may be considered sick leave.
- A. Definitions: the following definitions apply under this section:
 1. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition. For the purposes of section 9.02, A (3), all definitions in this paragraph apply except for age eighteen (18).

2. Parent: means a natural parent, adoptive parent, or step-parent.
 3. Spouse: means an employee's legal husband or wife.
 4. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
 - a. Inpatient care in a hospital, nursing home, or hospice.
 - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
- C. Sick Leave Increments: Sick leave may be taken by the clock hour, rounded up to the nearest hour.

SICK LEAVE ACCUMULATION

Sick leave for employees will accumulate for full-time and part-time employees to a maximum of 60 days. All unused personal days will be accumulated the following year as sick leave. For those employees with sick leave accumulated over 60 days, banked sick leave will remain over 60 until banked leave reaches 60 days.

REPORTING PROCEDURE – DOCTOR’S CERTIFICATE

Each employee shall be required to inform his/her supervisor of his/her need to be absent for one of the reasons stated above following district procedures outlined in the 'Absence' portion of the handbook. Whenever the supervisor deems verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. If three days are taken consecutively as sick leave, an employee will be asked to provide a certificate of illness signed by either physician, physician's assistant, or a nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism. If an employee is found to have abused sick leave, such employee shall be docked two (2) days' pay.

HOLIDAYS DURING SICK LEAVE

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

SICK LEAVE LISTING

Each employee shall receive a report summarizing his/her sick leave and vacation usage [if applicable] on the bi-monthly payroll report. Sick leave will be documented on the attendance form and report summary by the clock hour, rounded up to the nearest hour.

DONATION OF SICK LEAVE

An employee may donate up to one sick day per semester to another employee whose sick days have been exhausted.

PERSONAL TIME OFF

Up to two (2) days in a school year may be used as personal time off. Such days will be taken in half or full day increments. When possible, these days should be requested up to five (5) days in advance following procedures outlined under 'pre-arranged absences' in the 'Absence' portion of the handbook. Building administration has the right to approve or disprove all requests. Approval may be subject to substitute teacher availability. Unused personal days will roll over into the accumulated sick leave bank for the next year.

Personal time off will not be granted during the first or last week of a semester, on a parent-teacher conference day, or on an in-service day unless specifically granted by the building principal for extraordinary reasons.

ADDITIONAL PERSONAL LEAVE

A teacher who has accumulated 25 sick days may be allowed to exchange two sick days to receive one additional personal day as long as his or her sick leave balance does not drop below 10 days. The teacher may be allowed to convert a maximum of 6 sick days into 3 personal days per school calendar year.

A request to exchange sick leave into personal leave must be done 90 days in advance of the requested time off and will be granted by the building principal based on availability of a substitute teacher.

All other handbook language applies to personal time off. Before planning for personal time off (booking flights or hotels or making extended plans) please verify time off has been granted.

ATTENDANCE INCENTIVE

If an employee has perfect attendance in any given school year, no sick or personal leave used, the employee may select to receive a paid stipend for the two personal days, paid at the current substitute teacher rate. If a stipend is paid for the personal days, the remaining eight days will roll over into the accumulated sick leave bank. If the employee chooses not to receive the stipend for the personal days, all 10 days will roll into the accumulated sick leave bank.

JURY DUTY LEAVE

Subject to the provision on "Payment for Time Out on Jury Duty" (see below), a non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

EMPLOYEE NOTICE FOR JURY DUTY

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

PAYMENT FOR TIME OFF FOR JURY DUTY

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

BEREAVEMENT/FUNERAL LEAVE FOR A DEATH IN THE IMMEDIATE FAMILY

In the event of death in an employee's immediate family, the employee may be allowed up to 3 days off work with pay. An additional 3 days may be granted, at the discretion of the District Administrator, with these additional days deducted from the employee's cumulative sick leave days. Immediate family includes the spouse, parents, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse.

BEREAVEMENT/FUNERAL LEAVE FOR A DEATH OF AN INDIVIDUAL OUTSIDE THE IMMEDIATE FAMILY

Employees may be granted up to 3 days with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. Such days shall be deducted from the employee's accumulated sick leave.

BEREAVEMENT/FUNERAL LEAVE FOR DEATH OF A NON-FAMILY MEMBER OR MEMBER NOT COVERED IN LANGUAGE

Days may be granted at the discretion of the District Administrator. Such days shall be deducted as unpaid general leave or requested as Personal Time Off.

ADDITIONAL BEREAVEMENT LEAVE

In extenuating circumstances, such as significant travel, additional days may be granted by the District Administrator or his/her designee. Such additional days, at the option of the employee, shall be deducted as sick leave.

BEREAVEMENT LEAVE INCREMENTS

Bereavement leave may be allowed in increments of half- or full-day leaves.

UNIFORMED SERVICES LEAVE OF ABSENCE

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this *Handbook*.

The "uniformed services" consist of the following [20 CFR § 1002.5(o)]:

- A. Army, Navy, Marine Corps, Air Force and Coast Guard
- B. Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve
- C. Army National Guard and Air National Guard
- D. Commissioned Corps of the Public Health Service
- E. Any other category of persons designated by the President in time of war or emergency

SENIORITY/LENGTH OF SERVICE DURING UNIFORMED SERVICE LEAVE

Employees shall continue to accrue length of service for wage/salary increments, if applicable, and all other purposes where length of service is a factor. The employee's absence shall not be construed as a break in service for any purpose.

Reemployment rights extend to persons who have been absent from a position of employment because of "service in the uniformed services." "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

- A. Active duty and active duty for training
- B. Initial active duty for training
- C. Inactive duty training
- D. Full-time National Guard duty
- E. Absence from work for an examination to determine a person's fitness for any of the above types of duty
- F. Funeral honors duty performed by National Guard or Reserve members
- G. Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). *See* 42 U.S.C. § 300hh-11(d).

REQUEST FOR UNIFORMED SERVICES LEAVE

When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or his/her designee.

GENERAL UNPAID LEAVE

- A. Application Procedures: All requests for an unpaid leave must be submitted to the District at least thirty (30) days prior to the anticipated beginning of leave. Such leave may be up to five (5) days in duration. Such application will be reviewed and processed by the District Administrator and shall be granted or denied at his/her discretion. General leave will be granted only for very rare, extenuating circumstances and once-in-a-lifetime kind of events.
- B. Such leaves shall be without pay and with a deduction for pro-rated insurance.

MEDICAL LEAVE

- A. Application Procedures: All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. The request must be accompanied by a physician's statement attesting to the disability and anticipated duration of the leave. The District reserves the right to request interim statements from the physician. The unpaid medical leave of absence shall not exceed one (1) calendar year, unless the employee is eligible for long-term disability benefits as provided. If the employee is eligible for long-term disability benefits, the District shall grant an unpaid medical leave due to disability for up to a total leave period of twenty-four (24) months.
- B. Benefits During Leave:
 - 1. Length of service and other benefits shall not accrue during such leave.
 - 2. The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.

3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
- C. Placement upon Return from Leave: The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.

The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:

1. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.
 2. The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.
- D. Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.
- E. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

CHILD REARING LEAVE

- A. Application Procedures: The employee shall make written application for an unpaid child rearing leave to the District Administrator at least thirty (30) days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion.
- B. Benefits During Leave: All leave shall follow the Wisconsin Family and Medical Leave Act and/or Federal Family and Medical Leave Act.

UNPAID LEAVE OF ABSENCE – FOR OTHER THAN MEDICAL AND CHILD REARING REASONS

- A. Application Procedures: All requests for other unpaid leave of absence, other than emergencies, must be submitted to the District at least sixty (60) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. The unpaid leave of absence shall not exceed one (1) calendar year.
- B. Benefits During Leave:
1. Length of service and other benefits shall not accrue during such leave.
 2. The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
 3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid child rearing leave.
- C. Placement upon Return from Leave: The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.

SECTION G: REDUCTION IN FORCE, POSITIONS, AND HOURS

REASONS FOR REDUCTION IN FORCE

In the event the Board determines to reduce the number of positions (full lay-off nonrenewal) or the number of hours in any position (partial lay-off nonrenewal), the provisions set forth in this section shall apply.

NOTICE OF REDUCTION

The District will provide notice of nonrenewal in accordance with the timelines set forth in § 118.22, Wis. Stats. The nonrenewal notice shall specify the effective date of the nonrenewal, the right to a private conference under § 118.22, Wis. Stats and will refer the employee to the Reduction in Force provision in this *Handbook*.

SELECTION FOR REDUCTION – STEPS

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reducing staff.
- B. Step Two - Volunteers: Volunteers will be laid off first. The District will provide the volunteer(s) with a nonrenewal notice. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to

be laid off under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed nonrenewal under this section of the *Handbook*.

- C. **Step Three - Selection for Reduction/Layoff:** The District shall select the employee in the affected grade level, department/certification area for lay-off nonrenewal [full nonrenewal or a reduction in hours].
1. Grade Levels/ Departments/certification area for the purpose of this section shall be defined as:
 - a. Elementary (PK-6) - Teachers from all buildings will be considered, not just the building in which the lay-off is necessary.
 - b. Middle School and Senior High (7-12) - Teachers will be considered for lay-off from with the department in which the lay-off is deemed necessary. All teachers who teach two or more periods within that department will be considered for lay-off.
 - c. Departments: The term "department" shall mean the subject area in which the teacher taught during the current school year. Examples of departments are math, English, history, science, etc. By enumeration no restriction is placed on the number or types of departments. The number and type of departments is at the discretion of the Board.
 2. The District shall utilize the following criteria for determining the employee for lay-off nonrenewal. The employee in the affected department, as defined above, with the lowest point total shall be selected for nonrenewal:
 - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - b. Qualifications as Established by the Board: Including, but not limited to specific skills, certification [if applicable], training, District evaluations, etc.
 - c. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need.
 - d. Performance of the Employees Considered for Lay-off: Performance of the employees under consideration as previously and currently evaluated in the last two summative evaluations. A cumulative score is given on the four major sections on the performance evaluation instrument.
 - e. Length of Service of the Employee.
 - 1). Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
 - 2). Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.
 - 3). Length of Service List: The District will annually produce a length of service list by September 30th. Employees will raise any objections to the proposed length of service list by December 1st.

REDUCTION IN HOURS RESULTING IN NONRENEWAL

Employees who are laid-off and such nonrenewal results in a reduction in hours shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this *Handbook*.

RE-EMPLOYMENT PROCESS

The re-employment process is solely available to employees laid-off underneath this section. It does not apply to employees non-renewed based upon performance.

- A. Re-employment Period: Employees laid-off under this section shall retain the re-employment options set forth herein for a period of twelve (12) months after the employee's last day of work with the District.
- B. Re-employment Obligations – Employee: All employees laid-off under this section shall have their names placed on a re-employment list. In the event a vacancy occurs or a new position is created while employees are on the re-employment list, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this *Handbook*. Employees on the re-employment list may apply for the vacant position according to the terms of this *Handbook*. The District will post vacancies in accordance with the terms of this *Handbook*.

TERMINATION OF RE-EMPLOYMENT OPPORTUNITIES

Re-employment opportunities shall end should an employee refuse re-employment to a position. Casual or substitute work with the District during the re-employment period shall not extend the re-employment period. Employees on the re-employment list may refuse re-employment to positions with a substantially different full-time equivalency (FTE), substitute or temporary positions without loss of the ability to apply to the next available position for which the employee is qualified. Employees on re-employment list shall not lose the ability to apply for an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment or a temporary appointment, with the District.

ACCRUED BENEFITS DURING RE-EMPLOYMENT PERIOD

Laid-off, non-renewed employees shall suffer no loss of sick leave, or other accrued benefits when rehired. Sick leave days shall not accrue for an employee during the reemployment period.

IN-SERVICE AND OTHER TRAINING

The District may require teachers to attend in-service and other training, either of which may occur outside of employees' regular hours of work. Additional compensation (if any) for such training shall be determined by relevant law [FLSA], District policy, and pertinent employment contracts.

SECTION H: INSURANCES

DENTAL INSURANCE

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

- A. **Eligibility**: Any employee whose individual contract has an assignment of 30 hours per week is eligible to participate in the District's dental insurance with the 100% District premium contribution amount.
- B. **Both Spouses Employed by the District**: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan.
- C. **Commencement and Termination of Benefits**: Coverage will commence on the employee's first day of employment. The insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:
 - a. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
 - b. If an employee resigns or is terminated but has completed the school year, his/her insurance benefits shall terminate as of June 30.

D. Premium Contributions

- a. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay no more than \$405 for the dental insurance plan. Employees shall be responsible for the remaining portion of the premium.
- b. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay no more than \$1,035 for the dental insurance plan. Employees shall be responsible for the remaining portion of the premium.

HEALTH INSURANCE

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

- A. **Eligibility**: Any employee whose individual contract has an assignment of 30 hours per week is eligible to participate in the District's health insurance with the 100% District premium contribution amount.
- B. **Both Spouses Employed by the District**: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan.
- C. **Commencement and Termination of Benefits**: Coverage will commence on the employee's first day of employment. The insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:
 - a. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
 - b. If an employee resigns or is terminated but has completed the school year, his/her insurance benefits shall terminate as of June 30.

D. Premium Contributions

- a. Single Coverage: For full-time employees who are eligible for and select single coverage, the District shall pay no more than \$7,984 for the health insurance plan. Employees shall be responsible for the remaining portion of the premium.
- b. Family Coverage: For full-time employees who are eligible for and select family coverage, the District shall pay no more than \$18,080 for the health insurance plan. Employees shall be responsible for the remaining portion of the premium.

LIABILITY INSURANCE

The School Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within the scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

LIFE INSURANCE

The Board will offer life insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. The employee will pay 100% of the regular individual premiums as designated by the policy. Employees may enroll in basic and additional coverage.

- A. **Eligibility**: Any employee who is qualified as a Wisconsin Retirement System (WRS) employee is eligible to participate in the District's life insurance.

- B. **Commencement and Termination of Benefits:** Coverage will commence after a six month employment in the district, with a 30-day open enrollment following the six month employment. The insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:
- a. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
 - b. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of June 30.
- C. **Premium Contributions:** An employee may purchase \$1,000 of term life insurance for every \$1,000 salary in the base insurance level. Additional life insurance may be purchased adding \$1,000 for every \$1,000 in salary.

LONG-TERM DISABILITY

The Board shall provide long-term insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

- A. **Eligibility:** Any employee whose individual contract has an assignment of 30 hours per week is eligible to participate in the District's long-term disability insurance.
- B. **Commencement and Termination of Benefits:** Coverage will commence on the employee's first day of employment. The insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:
- a. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
 - b. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of June 30.
- C. **Premium Contributions**
- a. The Board shall pay the full cost, not to exceed .0029, of long-term disability insurance for 2019-2020. If the rate for coverage changes during the school year or exceeds .0029, the teacher shall absorb such increased costs until such time as these costs can be budgeted for the following year.

SHORT-TERM DISABILITY

The Board will offer short-term insurance to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. The full premium is paid by the employee.

WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contributions as required by state statute requirements. Under no circumstance shall the Board pay the employee's required WRS contribution.

SECTION H: GENERAL DISTRICT AND BUILDING EXPECTATIONS

ABSENCE PROCEDURES FOR STAFF

To assure a quality education for every student, when a teacher is **absent due to illness**, and to enhance communication for the building principals, please be sure to do the following if you are going to be out sick:

1. Contact AESOP (1-800-942-3767) or log into www.frontline.com/aesop to create an absence. Contact may be made any time the evening/night before the absence but must be made by 6:30 AM the day of the absence to assure a quality substitute teacher assignment.
2. After you have contacted AESOP, please contact your Building Principal by leaving a voicemail on their school extension or send an email to their school address.

In the event of a **pre-arranged absence** for medical appointments, personal days or professional development (conferences, workshops), please be sure to do the following at least **5 days** before your absence:

1. Contact the building principal face-to-face to alert them of your upcoming absence.
2. Contact AESOP (1-800-942-3767) or log into www.frontline.com/aesop to create an absence. The building principal will receive an email to verify the absence and alert the system to assign a substitute teacher.
3. Follow-up with the building principal to verify substitute teacher assignment.

In the event of a **short-notice medical appointment** (scheduled less than 24 hours before appointment) OR a **medical emergency** for self or immediate family member, employees must alert the Building Principal as soon as possible of their need to leave.

1. Face-to-face notification of need to leave building for a short-notice medical appointment or medical emergency for self or for immediate family member for to the Building Principal is preferred.
2. If Building Principal is not readily available, an email may be sent to the building principal notifying him/her of the need to leave for a medical appointment or medical emergency.
 - a. If possible, the Building Principal will acknowledge request via email of need to leave for medical appointment or medical emergency.
 - b. If an acknowledgement of absence is not received prior to leaving, you must notify the building secretary of your request to leave for a short-notice medical appointment or medical emergency.
3. Upon return to work, request, fill out and return to the Building Principal an Employee Absence Form documenting your time away from work.

ACCIDENTS AND INJURIES TO A STUDENT

When an accident involving injury to a student occurs, use good sense to maintain classroom control and get the student the assistance s/he needs. If it is necessary to send the student to the office, an adult must accompany him/her. If the student cannot walk to the office, call the office, or, if necessary, send one responsible person to the office to request help. A student accident report form should be completed within 24 hours of the incident by the classroom teacher or other supervisor on duty and given to the building principal. A copy will be sent to the district office.

All staff members should keep first aid gloves on hand so that they can be accessed quickly in case of an emergency. Each classroom should also have a supply of bandages for minor injuries. At all times, follow blood-borne pathogens guidelines.

ANNOUNCEMENTS

Daily announcements are made each morning by the building principal or their designee. Please submit any announcements the building principal or building secretary by 7:45 each morning. An email of your announcement is a great way to alert the building principal or building secretary. The Pledge of Allegiance will be presented during announcements. All staff should encourage students to listen attentively to announcements. This should be part of your classroom expectations.

ATTENDANCE REQUIRMENTS FOR STUDENTS

The Law

State statutes set forth that any person having a child under their control who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours (religious holidays excepted) that the public or private school in which the child should be enrolled in is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

District Policy

School attendance is the responsibility of the student and the parent or guardian. Each student has an obligation to attend school. It is the responsibility of the parent/guardian to telephone the school office on the day of their child's absence to inform the school of the absence and the reason for it. If a student is not accounted for by 9:00 AM, a school staff member will contact the parent/guardian, either at home or at work, to find out the reason for the child's absence. Please be accurate when taking attendance to avoid unnecessary and upsetting calls to parents.

Taking Attendance

Teachers are to maintain an accurate record of student attendance on a daily/hourly basis. If a student is marked absent but later shows up to class, please be sure to change the student's attendance immediately. Please also inform the building secretary of the attendance change as well.

Teachers in grade K-5 must have attendance recorded in Skyward by 8:15. Teachers in grades 6-12 are responsible for taking attendance at the beginning of every class period. If a student is tardy for an unacceptable reason, please indicate this on the attendance record. For consistency, please establish clear class rules for a student being tardy and please also be consistent with your policy.

If you notice that a student is absent or tardy often, please make a parent contact before making a referral to the building principal or guidance counselor. After you have made an attempt on your own, then please be certain to get administration involved right away.

"Truancy" is defined as any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent pupil. It also includes intermittent attendance carried on for the purpose of defeating the intent of the Compulsory Attendance law. (118.16)(1)(b) If there is reason to believe a student may be truant, the School Attendance Officer (118.16)(1)(a) (the school principal) shall

notify the parent/guardian of a child who is truant of the child's alleged truancy and direct the parent/guardian to return the child to school no later than the next day on which school is in session or to provide an excuse under §118.15. Parents/guardians failing to comply with this will be referred to the law enforcement agency.

BUDGET

The primary purpose of a budget is to translate the district's educational goals into fiscal terms. Applying the available budget to those goals is vital to effective school operation. All faculty, staff and administrators, in cooperation with the members of the school board and community, play important roles in the planning and budget design process. We believe that involving faculty, staff, administrators and the school board in the preparation and implementation of the budget is vital as it acknowledges the critical nature of the connection between the district's resources and the children it serves.

The building principal is responsible for the portion of the budget specific to his/her site. All expenditures must be approved by the building administrator prior to the dollars being committed to a purchase. Staff may not purchase or obtain materials or services without proper authorization. You will be personally responsible for the cost of purchases made without an approved purchase order.

You may obtain purchase orders from the building secretary. They must be submitted to the Building Principal or Student Services Director for approval. They will send the purchase order to the district office for approval. Once it is approved at the district level, the order is submitted.

CLASSROOM DISCIPLINE

It is the teacher's responsibility to handle classroom behavior. A student does not have a right to interfere with the education of other students ever whether it is in the classroom, hallway, lunchroom, or anywhere else on school premises. It is an expectation that teachers participate and support the established behavior system in each building and work to have students understand and meet expectations.

Please set firm, fair, and clear classroom expectations. These should be practiced from the beginning of the school year and reviewed periodically with your students. A copy of your class rules and expectations should be sent home to the parents at the beginning of the school year. A copy should also be placed in your substitute folder.

Students need to be made clearly aware of the **3 R Discipline** approach:

- **Respect:** Positive regard for self, others, and property
- **Responsibility:** Being accountable for behavior, work, and property
- **Restraint:** Controlling one's own physical actions and verbal expressions

In dealing with discipline situations, sometimes a gentle reminder is all a student may need to correct him/her. As a rule, give reprimands or talk with the student in private. Reinforce your expectations and rules when doing so. Do not yell at a student or belittle him/her in front of classmates or others.

For repeated situations, do not hesitate to contact parent(s) right away and request their help and/or a conference. Typically this simple contact will help alleviate further problems.

Involve the school counselor to establish a behavior contract or involve a peer mediation session.

Referral to the principal should only be made when the teacher cannot solve a disciplinary situation alone and s/he has tried the above steps for discipline.

Repeated instances of misbehavior should be referred to the principal for assistance and strategy. This should only be done after the teacher has made contact with the parent. Serious issues may be referred immediately.

Sending a student to the office must be recognized as extreme action and be used sparingly to be effective.

Should a situation arise that presents an unsafe condition for a student or those around him/her, it is important that you contact the office immediately. Please avoid the use of physical contact if at all possible. Try to isolate the student and use a non-confrontational approach.

When making a discipline referral to the office, please give a clear explanation of the incident, including time and date, the steps you have taken with the student, and information concerning parent and counselor contact.

The following is a list of examples of behaviors handled by the classroom teachers initially:

- Tardiness
- Student doesn't have his/her materials for class
- Gum or candy issues
- Student is wearing inappropriate clothing or head gear
- Littering
- Minor class disturbances such as talking out of turn
- Passing notes in class and general inattentiveness
- Student is out of his/her desk
- Skipping a teacher assigned detention
- Being disrespectful towards other students, such as minor classroom bullying
- Not keeping hands and feet to oneself
- Use of profanity (not directed at the teacher or other students)
- Shooting projectiles
- Non-malicious pushing or shoving
- Student unwilling to complete assignments

Behaviors that may be referred immediately to the administration:

- Any form of vandalism (textbooks, buildings and grounds)
- A student directly refuses to follow directions after repeated requests
- Use of profanity directed toward a teacher, staff member, or another student
- Shooting dangerous projectiles
- Harassment or bullying of other students or staff
- Any form of fighting
- Gang related behaviors
- A student has brought a weapon to school (knife, gun, or dangerous object)
- Behaviors that continue to occur from the prior list

Examples of Minor Offenses:

- Being out of class without permission
- Chronic tardiness
- Minor misconduct
- Other minor rule infractions

Examples of Major Offenses:

- Fighting
- Harassment / Bullying
- Use of profanity directed toward a teacher, staff member, or another student
- Destruction of school property
- Disrespect for staff, students or administration
- Other major rule infractions

CLASSROOM DISCIPLINE REFERRALS

Students who demonstrate repeated or severe inappropriate actions will be subject to a referral to the administration. If a student is referred, the following will happen:

- All referrals should be logged and entered into *Skyward*. The Building Principal will receive email verification from *Skyward* of the referral.
- Parents/guardians will be contacted by the referring teacher.
- Parents/guardians will be notified of the referral by the administration and any consequences.

When logging referral into *Skyward*, please include the following:

- Student name, date of incident, time of incident, location, and referring teacher
- Reason for referral (include as much detail as possible)
- Actions taken by teacher prior to referral

The administration will talk to each student with a referral in order to insure due process:

- Inform the student of the reason for the referral
- Allow the student to explain his/her actions
- Inform the student of the consequence
- Actions taken will be shared with the referring teacher

Detaining a Student

Teachers may detain students after school or during their lunch for make-up work, for providing additional instruction, or as a tool in dealing with classroom behavior or tardiness. Do not hesitate to use this procedure if you feel it is a strategy that will be effective.

Please follow the procedure of notifying parents in advance and providing them with an explanation of the detention. This allows them time to make arrangements for suitable transportation changes.

CLASSROOM EXPECTATIONS

As a classroom teacher or para-professional, it is your responsibility to establish clear expectations and procedures for your classroom/area. Expectations should be posted in your classroom and given to students in print form so they can share them with their parents. This should be done within the first two (2) weeks of school.

Your classroom expectations should include your policies and procedures, guidelines for homework, attendance, discipline procedures, and the like.

Please take time to reinforce your classroom expectations throughout the school year.

CLASSROOM PARTIES

As a general rule, parties should not be planned unless they have a direct connection to the curriculum you are teaching.

CLASSROOM PETS

As a general rule, please check with the building principal before committing yourself to having a classroom pet. There may be liability and health issues we need to keep in mind. Staff may not bring pets from home to work unless arrangements are made in advance (i.e. dogs, cats, birds, etc.).

COMMUNICATION

Good News Communication

Effective school-home communication is key to helping our young people be successful. We encourage positive phone calls and notes to parents/guardians – try to “catch the students being good” and let parents know that you noticed. A goal of one positive contact per year per student is within reach. It is helpful, though not essential, to let your principal know that you had contact with a student’s home for this purpose.

General Correspondence with Home via Notices or Newsletters

Home-school communication is encouraged and sometimes essential in helping our students succeed. Please copy your Building Principal on emails to parents, especially if the student’s progress, grades, or behavior are the issue. It is helpful for the principal to have some background when the parent contacts him or her.

Please be sure to get the principal’s approval of all communications you intend to send home with students before they are copied to be sent home. You must also check the school and district calendar with your principal prior to scheduling any events or sending notices out. All events must be recorded on the school calendar of events in the office. The principal should receive a final copy of all notices going home.

Keeping parents informed facilitates the smooth operation of the school and has a significant effect on student behavioral change. It is our obligation as educators to keep parents informed of student progress in all areas. In keeping with this philosophy, the following procedures will be followed:

- Parents must be notified by telephone when a student is performing or behaving poorly in the classroom. This communication should take place early enough to allow for correcting the situation prior to the end of the grading period.
- No student should be referred to the principal for classroom related discipline (except for emergency situations) unless the problem has been discussed with the parents prior to the referral. This means that if a student is experiencing difficulty with such things as tardiness, class attendance, or other repetitive problems, parents should be telephoned.

Communicating with parents on a regular basis will enhance your classroom management, give you more information about the student and his/her environment, and show your interest in him/her as an individual.

Communication Techniques for Classroom Teachers

Classroom teachers influence the public relations image of the schools more than almost any other group. Teachers need to understand and accept their PR role. Here are some specific suggestions for classroom teachers:

- Teachers should know the names of students within the first few weeks of each year.
- Greet all students in a friendly manner, always showing respect.
- During the year, send "good news from school" cards, or make positive telephone calls to note a student's improvement in academics, behavior, or attitude.
- Keep parents informed about anything new or different in the classroom. Projects, extra homework, and long-term assignments requiring special work are examples.
- At the end of the class day, review with students what they have done. This helps them respond to parent's questions about what they did in school today.
- Communicate in simple language, not educational jargon.
- Be alert to classroom projects that warrant newspaper activity.
- Correct papers with comments and correction marks that can be understood by students and parents.
- Never discuss other students with parents or students.
- Don't "pass the buck." Accept the responsibility of the teacher's role as a representative of the school district and don't blame procedures, policies, etc., on administration, board of education, or previous teachers.
- Be informed about school issues. Parents will want to know information and will often respect what you say.
- Contact parents whenever there is a problem. Contact with a spirit of cooperation to work on the problem together, not with anger or disgust.
- In meetings or conversations with parents focus on solutions, not problems.
- Return all phone calls and respond to all notes promptly!
- It is important to keep a log of all important written and oral communication with parents.

Web Page

All departments are encouraged to develop web pages and to keep them current. However, it is essential that everyone who contributes to the development of the website also do their part to ensure that all web pages are always current. Not having a web page is better than having an out-of-date web page. Please see the District Technology Coordinator, if you have any questions about the website.

CUSTODIANS AND MAINTENANCE SERVICE

Wrightstown Community School District is fortunate to have an excellent group of custodians on duty to prepare the schools for a fresh school year and keep the buildings clean and well-maintained while school is in session. Although the custodians are hired to keep the buildings clean for students and staff, ALL OF US have a responsibility to assist them in our mission of keeping a clean and well-maintained school.

Please take the time to teach your students the responsibility of picking up after themselves.

A few minutes after an activity or before the end of the day will really help out the custodial staff. Also, keeping student work area and tables clean will also help the cleaning staff.

If you have a complaint about your room not being cleaned to your satisfaction, please follow the chain of command for these instances. Contact the custodian FIRST, followed by the building principal if

appropriate action is not taken to your liking. If you have a maintenance request, please fill out the appropriate District paperwork.

CURRICULUM EXPECTATIONS

It is the goal of Wrightstown Community School District to improve student achievement by maximizing learning for all students. In order to accomplish this goal, all teachers must play an active, positive role in designing, developing, and implementing curriculum at the building and district levels. Based on current building and district goals and current curriculum initiatives, the expectations for all district teachers are as follows:

1. Assure complete and up-to-date curriculum articulation
2. Follow the established curriculum for your grade level/content area.
3. Select and use district adopted textbooks and supplementary materials.
4. Use data to make decisions about the improvement of student achievement.
5. Be aware of standardized test results and any meaningful trends.

If there are any questions about curriculum expectations, curriculum articulation, or Wisconsin Academic Standards, please contact Carla Buboltz or a member of the District Curriculum Council.

DISMISSAL / END OF THE DAY

The time for student dismissal is 3:00 PM at the elementary school, 3:09 PM at the high school and 3:12 PM at the middle school daily unless otherwise indicated. Plan accordingly to use the entire period of time effectively. Please supervise students during dismissal times. DO NOT just let them out the door and retreat yourself. All of us are responsible for our students to see to it that ALL students leave our building in a safe and appropriate fashion.

During the first week of school, all staff members should assist in front of school during arrival and dismissal.

DRILLS / EMERGENCY PROCEDURES

Please take time during the first week of school and periodically throughout the school year to clearly explain procedures during drills and potential emergency situations. The procedures should be posted by your classroom door giving quick directions for both fire and tornado drills. Please emphasize the need to stay calm and quiet during these practice situations.

Fire Drills

When the fire alarm rings, immediately proceed to leave the building. Doors should be closed and lights turned off as the last student leaves the room. Books and coats should be left in the building. If you have someone with physical disability (i.e. crutches, wheel chair, etc.), please assign two different buddies to aid that student during a fire drill. Practice leaving and entering the building quietly and orderly. Classes should be taken to a safe distance away from the building (at least 100 feet or more).

Teachers must take class rosters/gradebook when leaving the building. Please report any missing students immediately.

Remain in the assigned area until the bell is sounded.

Remember to expect the unexpected; a doorway may be blocked or a drill may take place during lunch. Remember to think quickly and reroute your students if necessary. Once outdoors, immediately account for each of your students.

Fire escape routes are included in the staff binder.

Tornado Drills

When the alarm sounds, students will quietly proceed to the designated areas (see Staff Binder). Turn off your lights and keep classroom doors open. All should sit on the floor away from windows and doors with their backs against the wall if possible and cradle their heads between their arms until the "all clear" is sounded. There should be no talking during this drill. If a tornado is about to hit, students should rotate to their knees and protect their heads. Again, take your roster/grade book with you to account for all your students. Take roll call and report any missing students as soon as possible.

Lock Down Drills

A lock down would be called due to an intruder or other crisis situation.

In this instance, an announcement will be made with the appropriate emergency code. Emergency codes include: Immediate Danger - Lockdown (Red), Potential Danger - Lockdown (Yellow), and Danger in Building – Evacuation (Green). Follow procedures listed on color-coded posters on the wall near the classroom door.

In Immediate or Potential Danger situations, do not leave your classroom until you receive directions. Move students quietly and calmly away from the doors and windows and into a safe section of your room. If your door and windows can be locked, please do so. Have students remain quiet and seated on the floor. Do not allow any student to leave the room for any reason. Instruct your students that if they are in a different room (art, reading, etc.) to remain in that area and not be in the halls or attempt to return your room.

Please do not tie up the phone line at this time but wait for directions to come to you personally or over the intercom. Also, do not turn on the radio or TV to alarm your students.

If you become aware of a situation necessitating a lock down, please notify the office as soon as possible.

For confidentiality and security purposes, media contact and release of information will only be made through administrative channels. No staff should speak with any agent of the media. Students should also not speak to the media while on school grounds.

FIELD TRIPS

Enrichment experiences such as educational field trips for students may be requested. Only field trips which are pertinent to course content and which contribute directly to specific educational objectives will be approved. Approval will not be granted to trips that are simply recreational or that have not followed the established protocol for securing approval. Field trips need to be requested a month in advance of the trip date. Transportation is to be furnished by a school bus. All students who participate in field trips will present written permission from their parent/guardian to participate. A Field Trip Request Form may be secured through the building principal.

GO FUND ME / DONORS CHOOSE PROJECT FUNDING

Any resources, classroom supplies, or educational materials purchased through donations from sites such as Go Fund Me or Donors Choose funding sources will remain property of the Wrightstown Community School District. Requests for these funding projects must be approved by the building principal in advance of posting to the site. Any repair or replacement of resources, supplies, or materials purchased through this funding will come from the classroom teacher's budget.

GRADING

A teacher's philosophy of grading requires you to make a number of decisions based on your value system, and there are great variations in procedures for issuing grades. Consider the meaning assigned to each grade symbol, what elements of performance that you incorporate in a grade, and the method you use to assign grades.

Please consider a variety of characteristics and assessments when grading students. Characteristics include such elements as communication skills, interpersonal relations, attitude and motivation, work habits (completion of work, tardiness, attendance), and individual student ability. Assessments should be multiple in nature and can include observations, checklists, presentations, daily work, homework, rubrics, tests, quizzes, and student self-evaluation, etc.

Please be fair and consistent on your grading policy. Use a variety of assessments when evaluating a student on their growth and possibilities. Establish a written policy for grading that you present to both students and parents and keep accurate records.

Staff members' evaluations of students should be considered private and care should be taken to protect a student's grade from other classmates. Confidentiality is very important when it comes to grading.

Incompletes

A student can receive an incomplete grade when s/he fails to complete assigned work. Incompletes should be given to students sparingly and only when absolutely necessary. Students should make up incompletes within two weeks or the student's grade will revert to an F. Please do not assign incompletes in the fourth quarter of the year.

Failing Grades

Please contact a parent via telephone or email if a student is failing or will possibly fail your class. The mid-term and, or report card should not be the first time the parent finds out his or her student is failing. Thank you in advance for communicating this information to parents.

Report Cards and Progress Reports

Progress reports are mailed home to parents as needed to update parents of a student's progress. Report cards are available for viewing electronically at regular intervals throughout the school year.

Skyward Gradebook

It is very important that you keep your grades up-to-date in *Skyward*. Parents have access to student grades online at any time. Please avoid any embarrassing situations and keep your gradebook up-to-date at all times. **It is an expectation that grades will be updated at least weekly for parent and student use; more frequently would be beneficial for student progress monitoring.**

HARASSMENT

Students need to feel safe and secure in all areas of the school premises and at school-sanctioned activities. Help all students develop their responsibility of courtesy and kindness towards each other.

Dealing with harassment situations needs to be part of your class rules and expectations. Initial occurrences need to be remedied by you. For severe and repeated cases of harassment (bullying) and student antagonism, please work with parents, guidance, and the principal to quickly correct.

The Wrightstown Community School District believes that students and employees have a right to an environment free of harassment. Any person found in violation of the school district policy is subject to discipline procedures. Please see the principal or counselor if you have concerns about a harassment issue in your work environment.

HEALTH EMERGENCIES

There is not a nurse in each building at all times. In the event that an injury or life threatening illness occurs in the absence of the nurse, there is a team of staff in each building trained in first aid and CPR. If this occurs in your room, you should call the building secretary and report the following:

"I have a medical emergency requiring assistance in room _____"(repeat the message) "I have a medical emergency requiring assistance in room _____"

The building secretary will page a "Medical Emergency Requiring Assistance" announcement to the entire school and repeat the message once. Trained staff will leave their classrooms immediately to respond to the crisis. Please cover the team members' classrooms to assure the safety of the students. The first team member to arrive on the scene is in charge until someone more qualified (i.e., nurse, physician or the EMS) arrives. The classroom teacher will try to direct the other students to an alternate area to allow for the First Aid to be administered. The ambulance will be called on the direction of the Emergency Team or the school nurse. Classes will be held and all students will remain in their classrooms if necessary until the Medical Emergency is over, unless the accident happened outside. This allows for passing of emergency medical people as needed. A report of each Medical Emergency will be completed and filed with the school nurse.

HEALTH SERVICES PROGRAM

The Health Services Program for the school district is staffed by Erica Pivonka (x 2010), Elementary School Health Assistant; Ashley Van Handel (x 5016), Middle School and High School Health Assistant; and District Nurse Erin Bonin (x 5016). The primary role of the health care assistants is to provide first aid to the students. They also maintain health records. Health referrals can be initiated by staff, students, or parents.

A health concerns list of names of those students with chronic illness or disability will be available in the health office. Emergency Protocols for specific students will be given to the students' teachers.

Dispensing Medication

The health assistant, school nurse, building secretary, or building principal may administer medications from a properly labeled jar or bottle. Should students or parents advise you of the need to administer medication of any kind, please refer them to the nurse or office immediately. No

medicine may be given without a physician's note submitted to the nurse or school office. Please be very observant about this as it can present far-reaching negative ramifications.

HOMEWORK

Homework is one strategy for extending the school day and increasing the amount of time students spend learning. It is an integral part of their educational program that contributes to good study habits, self-discipline, and personal initiative.

Homework should be structured so that it is meaningful to the student, clear in purpose, and has a high probability of success. All homework should provide a feedback to the student by being reviewed in class or corrected and returned by the instructor. Feedback should be timely in nature. The ultimate goal of homework should be positive in nature through increased academic achievement and enhanced self-concept.

DEFINITION: Homework is the set of activities designed to extend the time available for formal learning.

Types of Homework

- *Preparation Homework:* helps student inform themselves about the next day's lesson in preparation for the class session.
- *Practice Homework:* provides students with the needed review and reinforcement about material presented in a previous lesson or lessons.
- *Extension Homework:* guides student so they expand on concepts that have been or will be taught in class.
- *Creative Homework:* includes student-selected inventive and resourceful activities related to a class topic.
- *Make-Up Homework:* provides students with the opportunity to complete unfinished class work.

General Homework Guidelines

- 1) Homework should be beneficial and valuable to the student. *It should NOT be busy work!*
- 2) Homework should be an extension of the classroom.
- 3) Homework should be clearly stated.
- 4) Homework should be regularly collected.
- 5) Homework should be promptly graded.
- 6) Homework should be promptly returned.

THE IMPORTANCE OF RELATIONSHIPS

Building positive relationships with our students is one of the most important things we can do to promote success for our students. Strong relationships with the parents of our students, the community, and with each other are also extremely important. Strive each day to forge positive relationships with those in which you work and those in which you serve.

INTERNET USAGE / TECHNOLOGY USAGE

To allow students and staff to be prepared for the 21st Century, we are committed to the teaching of the most current skills to access information and technology. It is our responsibility to help students in developing their technology skills and to make careful educational use of the computer labs. The Internet is a powerful tool in providing access to worldwide current events and many other resource skills.

All faculty need to keep up to date on the changes in technology, model good and appropriate use of the computer, and imbed technology use in their instruction. **Please use the computer wisely: it is not for personal messages and business; nor should you use class instructional time to send emails, do research, enter grades, or other non-student/instructional activities**

LESSON PLANS

Classroom teachers need to plan and document their class instruction daily. Lesson plans need to contain the following: standards emphasized, goals, objectives, assessments, and homework/assignments. You may also want to indicate the materials/resources needed. Lesson plans should be prepared daily and should be readily available if asked for a copy.

Please note that you may not be required to turn in a copy of your lesson plans on weekly basis. Building Principals do reserve the right to request daily/weekly lesson plans from staff to assure effectively planned lessons and classroom activities. Develop your plans with strong links to the standards, curriculum, and benchmarks for your grade level or subject area.

Please provide enough information in your plans for substitute teachers.

MOVIES

All movies shown in the classroom must have a direct connection to the curriculum and be pre-approved by the building principal. They must be age and school appropriate: elementary school – G Rated; middle school – PG Rated; high school – PG / PG 13 Rated.

PARENT NETWORK

Each building has an active Parent Network. The building principal or building guidance counselors organize and facilitate Parent Network meetings. Teachers are always welcome to attend. Please see your building principal or building guidance counselor for more details.

PARENT / TEACHER CONFERENCES

Parent / Teacher Conferences are scheduled to take place regularly during the school year. Please see the school calendar for exact dates and times.

Staff members with shared assignments between buildings are expected to divide the parent conferences equally between assignments and alert parents to dates and times and locations of conferences. A schedule must also be provided to the building principal of the dates, times, and locations of conferences.

As a general rule, please be PROACTIVE. If you are noticing academic or behavioral problems with a student, please address the issue with the child's parents BEFORE Parent / Teacher Conferences.

PASSING PERIODS

When students are passing from one class to another, classroom teachers and other staff are asked to be in the hallways to provide supervision and to interact with students. Studies have shown that students appreciate seeing their teachers in the hallways, at lunch, on the playground, and at after school events. This is just another way to building positive relationships with students.

PREP TIME

Please make good use of your professional time to plan for classes, contact necessary people concerning students, conference with parents and/or student, read and review professional literature, correct tests and other assessment items. For enhanced communication and accessibility for students and parents, prep time should be used in the building. If for some rare reason, you need to leave the building during

your prep time, please alert to the Building Principal of your absence.

Since we have all these responsibilities as professional educators, this time is precious and should be treated as such. Please be considerate of other people's work time also.

SCHOOL CLOSING

Please check with your local radio or TV station whenever you are in doubt about school being closed because of inclement weather conditions. The District Administrator will make closing decisions as early as possible.

SPECIAL EDUCATION SERVICES / I.E.P.

Skyward has the ability for teachers to view an I.E.P for a special education student. This will allow you to understand what is written in a child's I.E.P. and what you are required to do to accommodate for the student. As a classroom teacher, you are responsible, by law, to know and understand a child's learning needs and his/her IEP goals, requirements and expectations. If you have questions, seek out one of our Special Education teachers. Additional questions may be asked of the Director of Student Services.

As a classroom teacher or special education teacher, you may be asked to attend IEP meetings for your students. These meetings are planned to accommodate the parent's schedule and to best meet the needs of the student. It is expected that you will arrange your schedule to attend the IEP meetings, provide necessary information to best service the student and remain at the meeting until the meeting concludes.

STAFF MAILBOXES

Each staff member has a mailbox located in the building office. Please be sure to check your mailbox after arriving to school each morning, at noon, and before leaving in the afternoon. If placing information in mailboxes, please don't forget about the office staff.

STAFF PARKING

Please use the parking lot for parking your vehicle. Please allow some parking spaces closest to the doors for visitors. Please do not send students to your vehicles during the day. Accidents could happen. Please also keep your vehicle locked at all times.

STUDENT TEACHER ASSIGNMENTS

Area universities often look to place student teachers in the District to provide a quality learning experience for the student. Student teaching placements must be approved by the Building Principal in advance of the assignment.

Expectations for student learning and teacher effectiveness have increased significantly over the past 3 years. We have a responsibility to our students to assure effective instruction for the full school year. While we believe in providing opportunities for future educators to hone their instructional skills within our classrooms, we proceed with some caution and some expectations. The greatest benefit to having a student teacher in a classroom is that our students have two teachers to work with them and improve student learning for a quarter.

The cooperating teacher will....

- Be in the classroom working with students or in the hallway working with students at all times during the student teaching placement
- Work with small groups of students or one-on-one with students during instructional time
- Provide differentiation, Tier I RtI, and enrichment opportunities for students when possible

- Provide daily feedback to student teachers regarding lessons, strengths, challenges, and opportunities for reflection
- Include the student teacher on grade level meetings and curriculum opportunities

Other Student Teaching Guidelines

- Only one student teacher per year will be allowed for a cooperating teacher.
- All student teaching placements are at the discretion of the Building Principal.
- Student teachers should be a benefit to the students in your classroom; two teachers, twice the opportunity for learning!
- Cooperating teachers need to remember that even though you have a student teacher, it is your classroom; they are your students; and it is your responsibility to assure the greatest level of student learning happens in your room every day.

TEACHER ASSISTANCE TEAM

The Teacher Assistance Team is designed to identify behaviors students' display which may interfere with school success. Staff members form a Teacher Assistance Team. Team members meet twice a month to intervene when a student is having challenges learning. The team can be made up of regular education teachers, core teachers, special education teachers, guidance counselor, school psychologist and the building principal. This is a program designed to identify problematic behaviors, not to label students. If you have questions regarding this program please contact the District Psychologist, the Building Principal, or the building Guidance Counselor.

TEACHERS PAY TEACHERS RESOURCES

Any materials downloaded or purchased with district dollars through Teachers Pay Teachers must be downloaded into the Team Google Drive. A printed receipt for all Teachers Pay Teachers downloads must be aligned to the Google Drive and included as part of end-of-the-year checkout. All Teachers Pay Teachers resources will remain property of the Wrightstown Community School District.

TELEPHONES

We do our best to make your life in our schools sane and reasonable, including providing access to telephones for professional and personal (local) use. Please keep personal calls to a minimum on all lines.

School-related long distance calls must be made using your district-assigned code. Personal long distance calls must be placed by use of a personal cell phone, billed to your personal credit card, or placed collect.

The school office will not forward calls when you are with students unless it is an emergency. Similarly, students will not be called out of class for phone calls unless it is an emergency. Please inform students and parents that they should make plans for after-school activities in advance in order to minimize student use of phones or messages from the office for students.

Please keep personal cell phones on silence throughout the day. Please refrain from taking personal calls or texting on your cell phone while you are scheduled to be with students.

TEXTBOOKS / EDUCATIONAL MATERIALS

Remember that you are responsible for the textbooks/materials that you use. Be sure to keep a good inventory of items and be sure students return those items. Damaged texts should be reported to the school office before checking out for the summer.

To avoid confusion between personal and school district property and to assure accurate inventory of school district resources, when receiving new materials, resources, teacher supplies, or classroom supplies, please label with grade level, department or room number instead of teacher name.

SECTION J: RETIREMENT LANGUAGE

Professional staff members who elect to retire from the Wrightstown Community School District shall be eligible for the following retirement benefits:

- 1) A monetary stipend of \$7,984 per year until Medicare eligible
- 2) Unused sick leave shall be reimbursed at a rate of \$35.00 per day

The retirement voluntary benefit shall be subject to the following limitations:

- 1) To be eligible for benefits, the retiree must be at least 62 years of age, have completed 30 years of professional career service in education, and have served in the district for 15 years prior to retirement.
- 2) To be eligible for benefits, the retiree must file for retirement for the following school year May 1.

**Provisions Applicable to
NON-EXEMPT (HOURLY) STAFF
WITH ANNUAL LETTERS OF
EMPLOYMENT**

*“Excellence in Student
Achievement”*



*Food Service Support, Clerical Support,
Para Professional Support, Custodial Support*

DISCIPLINE AND DISCHARGE

Standard for Discipline and Termination

Employees may be disciplined or terminated from employment by the District in its sole discretion. Discipline and termination may not be arbitrary or capricious.

1. **Factual Basis:** Discipline, up to and including termination from employment, will be based a factual basis for the discipline or termination. The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest.
2. **Reasonableness of the Penalty:** The particular discipline or termination imposed by the District must not be unreasonable.
3. **Responsibility:** The District Administrator is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook.

Representation

In the event any employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the Employer shall advise the employee of his or her right to have another individual present at the meeting. Nothing in this provision shall prevent an Employer from removing an employee from the work place if immediate action is required.

Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file.

HOURS OF WORK AND WORK SCHEDULE

Letter of Employment

Each employee shall be issued an annual letter of employment that shall be consistent with, but subservient to, this *Handbook* and board policy, before the last student contact day of the school year. The letter of employment shall identify the employee, the date of hire, the position(s) that the employee is employed for, the length of the work year, the length of the work day, the tentative starting and ending times of the work day, and the pay rate for the position. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new letter of employment shall be issued in cases of transfers, promotions, demotions, and partial or full layoff. In the case of a change of assignment the employee shall be provided with at least **10** calendar days' notice of the change of assignment, if practicable, as determined by the administration.

Regular Workday and Starting and Ending Times

A regular full-time workday is eight (8) hours, excluding lunch time. Because of different schedule requirements, employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

A regular part-time workday will be determined by the employee's direct supervisor and outlined in the Letter of Employment.

Regular Work Week

A regular full-time work week is forty (40) hours or less. The regular work week is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

A regular part-time work week is determined by the employee's direct supervisor and will be outlined in the Letter of Employment.

Additional Hours and Overtime - Approval and Assignment

- A. Approval: In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, and the community or District property.
- B. Assignment: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.
- C. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the back of the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

Lunch Period

All employees who work six (6) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free.

State law does not require that brief rest periods, or coffee breaks, be provided to employees. Such matters are to be determined between the employer and the employee directly.

Electronic Time Sheets

Electronic time sheets shall be used by all employees. Employees shall clock-in on their own time sheet when reporting to work. If an employee leaves the premises for any personal reason, the time sheet is to be used to document time out and time of return to work. Employees shall clock-out on their own time sheet when leaving for the day.

Emergency School Closings

- A. All custodians are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District, if at all possible.
- B. All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Any employee not at work when school is closed for an emergency shall not be paid for that day. Employees shall be required to make days up in the event that the District schedules make-up days.

- C. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such day.
- D. The employee may elect to use sick leave or personal leave time if available.

Call-In Pay

Employees called in to work hours outside of their regular work schedule that are not contiguous with their regular work schedule, except as noted below, shall be paid no less than two (2) hours pay. The District may, at its discretion, require such employees to work the full two (2) hour period. Employees called in to open the building for a special event, i.e. use of school District facility by an outside agency or for co-curricular events, will be paid for the time that the employee is required to be at the District.

Attendance at Meetings

Employees required to attend meetings called or scheduled by the Employer shall be paid for all hours spent in attendance at such meetings, if such meetings are held when the employee would regularly be on duty.

REDUCTION IN FORCE, POSITIONS & HOURS

Reasons for Layoff

In the event the Board determines to reduce the number of positions (full layoff) or the number of hours in any position (partial layoff), the provisions set forth in this Article shall apply.

Layoff Notice

The District will give at least thirty (30) calendar days' notice of layoff. The layoff notice shall specify the effective date of layoff, that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address, and that it will refer the employee to the Reduction in Force provision in this *Handbook*.

Selection for Reduction – Steps

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.
- B. Step Two - Volunteers: Volunteers will be laid off first. The District will provide the volunteer(s) with a layoff notice. Requests for volunteers will be sent to employees within each job category. An employee who volunteers to be laid off will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the job category are qualified to perform the remaining work. Volunteers will be provided with all procedures under this section of the *Handbook*.
- C. Step Three - Selection for Reduction/Layoff: The District shall select the employee in the affected job category for layoff or reduction in hours.
 - 1. Job categories for the purpose of this section shall be defined as:
 - a. Custodial Support
 - b. Clerical Support
 - c. Food Service Support
 - d. Para Professional Instructional Support

2. The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:
 - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - b. Qualifications as established by the Board: Including, but not limited to specific job skills, certification [if applicable], training, district evaluations, etc.
 - c. Qualifications of the Remaining Employees in the affected job category: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to: current and past assignment and practical experience in the area of need; and
 - d. Performance of the Employee: Including, but not limited to specific job performance, district evaluations, Direct Supervisor input

Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced in time employees shall be treated as part-time employees under this *Handbook*. Any employee who is reduced in hours (partial layoff) may choose to be fully laid off.

Recall/Rehire Process Period

Laid-off employees shall retain the option to be recalled for a period of twelve (12) months either after the employee's last day of work with the District or from the time the employee received the notification of layoff, whichever is later.

Recall Procedure

All laid off employees shall have their names placed on a recall list. In the event a vacancy occurs or a new position is created while employees are on layoff, employees on recall may apply for the vacant position according to the terms of this *Handbook*. The District will post vacancies in accordance with the terms of this *Handbook*.

Accrued Benefits during Layoff

Laid-off employees shall suffer no loss of sick leave, vacation or other accrued benefits when rehired. Sick leave days, vacation, and length of service time shall not accrue while an employee is on full layoff status.

Other Employment during Layoff

No employee on full or partial layoff shall be precluded from securing other employment while on layoff status.

ASSIGNMENTS, VACANCIES AND TRANSFERS

Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted. The District retains the right to temporarily fill vacant positions at its discretion during the

posting and selection period. Vacancies will be posted on the District's website. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the tentative work hours of the position, the rate of pay for the position, and the qualifications required for the position.

Interviews

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position, and, if qualified, may be awarded the position.

District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position.

District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant position.

Involuntary Transfers

When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above, the District reserves the right to transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator which will include the reasons for the transfer.

VACATION, HOLIDAYS, SICK LEAVE, WAGE COMPENSATION

Each employee shall be issued an annual Letter of Employment that shall outline sick leave, vacation time, paid holidays, and wage compensation.

Scheduling of Vacation or Unpaid Time Off

Vacation time or unpaid time off may be taken in full days or half days. Requests for time off shall normally be made and approved at least ten (10) working days prior to taking such leave, however, time off requested with less than ten (10) working days' notice may be approved by the Direct Supervisor. The Direct Supervisor shall have the right to schedule time off on a first-come, first-served basis, as necessary to accomplish work objectives. All vacations should be taken during the school vacation months except by special arrangement with the immediate supervisor or his/her designee. Limited vacation or unpaid time off will be granted at the beginning and end of the school year. If requesting a full week of leave time, a 30-day notice is required in order to secure adequate coverage during the vacancy. Time off may not be approved if another employee in the same department has already been approved for vacation at the same time.

Vacation time is allocated based on years of experience within the district. One week of vacation is given upon hire. When an employee has reached 5 years of district service, an additional week will be added. At 10 years of service to the district, the employee is eligible for three weeks of vacation. At 20 years of service, the employee is eligible for four weeks of vacation. At 25 years, the employee will be allocated 5 weeks of vacation.

Holiday Pay

A paid holiday is a day off with pay for the number of hours the employee normally works. Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day shall be paid as holidays for all hourly employees. Additional days may be added according to the number of work days for an employee and full-time status. Such days shall be identified on the Letter of Employment for each employee.

Sick Leave

Attendance is important. When calling in sick for work, please notify the Direct Supervisor the evening before the absence if possible, but not later than 6:15 AM on the day of your absence.

If you must leave during the scheduled work day, notify your Direct Supervisor immediately. If he/she is unavailable, please contact the Building Administrative Assistant or Building Principal notifying them of the need to leave work.

Funeral Leave for Immediate Family

In the event of death in an employee's immediate family, the employee may be allowed up to 2 days off work with pay unless otherwise defined in the Letter of Employment. Immediate family includes the spouse, parents, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse.

UNIFORMS AND TOOLS

A. Uniforms

1. All Food Service and Custodial employees of the District may, at the discretion of the District, be required to wear a District approved uniform while on the job. The uniforms may consist of a combination of jackets, hats, gloves, work shirts, work pants, work shorts and sweatshirts. The District shall furnish new uniforms on a schedule established by the District.
2. All employees shall be required to clean and maintain their work shirts and work/pants.
3. All Food Service and Custodial employees must wear rubber-soled, non-slip, closed toe shoes. No sandals allowed.
4. The Board shall determine a supplier of uniforms and all employees shall place their respective orders through this supplier.
5. The style, color, and type of fabric of said uniforms shall be determined by the School District.
6. Food Service employees must wear clean, white pants (no spandex, leggings, sweatpants, or shorts) with the uniform shirt. Capri pants may be worn but must be no shorter than mid-calf length. Necklaces, dangly earrings, and bracelets may not be worn during work hours.

B. Tools

1. The District will furnish, without cost to the employees, tools considered necessary by the District for the employee to perform their normal duties. Any replacement of hand tools deemed necessary by the District will be furnished by the District without cost to the employee, except where loss due to negligence or willful destruction is apparent in which case the employee will be billed for the School District's replacement cost.

JOB RELATED TRAINING AND LICENSURE

In-Service Training

The District, within its discretion, may provide and require appropriate paid in service training to each employee within the District and during summer and non-work time. The employee will receive his/her regularly scheduled hourly wage if the District Administrator and/or his/her designee require the employee to attend job related education and training during the employee's regularly scheduled work day.

For required training, away from the District, the District shall, upon prior approval of the District Administrator and/or his/her designee, reimburse employees \$25.00 per required training for job related education and training, as determined by the District Administrator and/or his/her designee, to be done on the employee's own time. Such training or education shall not be done during the employee's working hours, nor shall it result in overtime.

EMPLOYEE EVALUATIONS

Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

Procedures and Instruments

The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

Frequency

The frequency of evaluations shall be established at the discretion of the Board.

Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same.

Comments, Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

Evaluators

The Employer shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel. When a teacher works with an instructional assistant, the teacher may be requested to provide objective input for consideration by the administrator who is evaluating the instructional assistant.

RESIGNATION FROM EMPLOYMENT

Notice of Termination of Employment

Employees will give written notice of termination of employment, as soon as possible, but at least ten (10) working days prior to the effective date of resignation.

INSURANCES

Each employee shall be issued an annual Letter of Employment. The letter will outline any health, dental, long-term, short-term, life insurance, or retirement benefits that the employee may be eligible for based on the job assignment.