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Middleton - Cross Plains Area School District

Certified Staff Handbook

WELCOME

Welcome to the Middleton-Cross Plains Area Schools. Our school district and the greater community takes great pride in our responsibility to serve students and their families. By joining an organization that finds joy in learning, growing, and setting an example for our youth, you are taking the first steps to make a difference in the future of our community.

This Certified Staff Handbook is designed to outline the policies, procedures, and practices that ensure a positive work environment for our certified faculty. It is important to the Board of Education, and to me, that all employees are respected, treated fairly, and valued. In order to accomplish this, this handbook strives to demonstrate common standards for working conditions for all faculty, and is designed to be consistent with the corollary handbook for other employee groups in the district.

The creation of this handbook involved teachers, administrators, and school board members as primary committee members or alternates in August of 2014. Although much work was accomplished in this short window of time to set a positive stage for the 2014-15 school year, discussions will be ongoing during the year to address some parts of the handbook that require additional review and consideration. The Board of Education, in accordance with state statute, makes all final decisions regarding the language approved in employee handbooks. Every effort was, and is, made to create a document that is fair and positive for all and furthers our mission of serving our students.

The first phase of the Handbook Development and Adoption process was completed on August 25th, 2014 with the approval of the Phase 1 document. There will be continued discussion of some components of the handbook during the 2014-15 school year. Notably, there will be elements reviewed by September 30, 2014, October 30, 2014, and March 15, 2015. The Board of Education is committed (as am I) to a process that is transparent, that honors the various perspectives of our faculty, and is predicated on serving our students. Although the Board is the final decision-making body regarding handbook language that is approved, they are committed to a process that ensures dialog and understanding of different perspectives. Working for "Win-Win" solutions is the ultimate goal.

The Certified Staff Handbook outlines an annual review process that encourages discussion of questions, concerns, and improvements in handbook language. Generally, language in the handbook will be in place for one full school year. The handbook is, however, an evolving framework that responds to changing conditions in the community, the state and the nation. One thing that is inevitable is that change will occur, and we must be prepared to adapt to new challenges that will emerge in the future.

As in any large organization, we know that there are challenges that arise as we work for a positive culture and climate. We are all responsible to support one another to accomplish this end. This handbook is one important piece in the development of a great school system and a great place to work.

Again, welcome, and thanks for joining the Middleton-Cross Plains Area Schools Team!

All the Best...

Dr. Don Johnson, Superintendent

Certified Staff Handbook Process Framework and Background

August 25, 2014

Committee Membership

The Handbook Committee was established using the criteria and level breakdown information shown in the table below.

	Regular Members	Alternates
Elementary Representatives	3	3
Middle School Representatives	2	2
High School Representatives	2	2
MEA Representatives	2	2
Board Representatives	3	2
Superintendent-	1	
Asst. Superintendent-	1	
Director of Employee Services	1	
Administrators as Needed	*	

Criteria used to select committee members included finding a balance of the following items:

- Varied Range of Experience in Years-1-7, 8-20, 20-35
- Representation from Core Teachers, Elective/Specials/Encore, and Student Services
- Male and Female
- Range of Schools
- Ability to Commit to Schedule of Meetings
- Current Employees

Selection of the Committee Members was made by District Administration, with the exception of the Board Representatives and the MEA Representatives. Committee members will rotate periodically to include different staff members in the process over time.

All Certified Staff Handbook Committee Meetings will be open to the public. Alternates are encouraged to attend, but not required. Any faculty member or member of the public at large may attend part or all of any meeting. Meetings will be held at the District Administrative Center, unless a specific conflict requires a different location.

Annual Timeline

July-January 15-Suggestions, questions, and proposals for handbook edits, amendments, or deletions are to be submitted to the Director of Employee Services.

February 1-March 15-Certified Staff Handbook convenes to review and consider recommended changes to forward to the Board of Education for consideration.

April-Board of Education considers and acts upon recommendations from the Handbook Committee

May-Updated handbook document is revised and disseminated to faculty for the next school year.

**This process timeline may be changed to address issues that are time sensitive or that may extend the target deadlines. The process during the 2014-15 school year will be more ongoing to work to clarify issues in year one of the Certified Staff Handbook.

Board of Education Role in the Handbook Process:

- a. Serve as the final decision-making body to approve language for a Certified Staff Handbook as required by Act 10.
- b. Stay apprised of Certified Staff Handbook Development Process through reading summaries, attending sessions as an observer if desired, or receiving updates from Board Representatives at regular board meetings.

Board Representative Role in the Handbook Process:

- Monitor the Certified Staff Handbook Process directly.
- Ask clarifying questions as necessary.
- Refrain from taking a position on an issue until full Board discussion and vote.
- Represent their individual perspective, not a Board position.
- Keep full Board updated on process (specifically through Board Meeting updates).

Clarifying and Defining Differences in Language/Perspective

If and when administration and teachers (some or all representatives) disagree on a topic or language item, a document will be prepared that succinctly defines the issue, and also presents the rationale for each perspective to be reviewed by the Board of Education. Every effort will be made to find common ground and agreement, however, if this is not possible, the Board will be the final review authority and make a final determination of the Certified Staff Handbook language to be approved.

Communication: The Director of Communications and the Board Secretary will issue meeting summaries and record minutes for each Certified Staff Handbook Committee Meeting. These summaries and minutes will be sent to all members and alternates. They will also be sent to the full Board of Education, all district teachers, and other interested parties as requested.

It is likely that all sessions will be video recorded and posted online. This will be discussed at the first session of the Certified Staff Handbook meetings and determined by the group.

Although the Certified Staff Handbook meetings will be public meetings, only committee members will be allowed to speak during the sessions. However, the final 15 minutes of the meeting will be allocated for public comment for those in the audience. This public comment time will be specifically set at a definite maximum of 15 minutes with a clear limit of 3 minutes per speaker. This will be followed explicitly since this part of the meeting is at the end of the evening.

Written feedback will be accepted by the Certified Staff Handbook Committee in the form of emails or feedback sheets that will be provided at each meeting. The Board of Education and administration is committed to an environment of openness that discourages any form of criticism or retaliation from any party because of their personal view on any given issue.

The Handbook Committee that met during August 2014 included the following members:

Sue Malliet	Elementary Representative	NS - Kindergarten
Jessie Moore	Elementary Representative	WM – 1 st Grade
Kellie Collins	Elementary Representative	Elem/Dist - PT
Sarah Pflasterer	Middle School Representative	GCMS – 7 th Grade Science
Brenda Weiss	Middle School Representative	KMS – Comp Literacy
Kari Weiss	High School Representative	Social Studies
Tricia Rodey	High School Representative	Science
Jerry Moen	MEA Representative	GCMS – 8 th Grade Science
JoEllen Pauls	MEA Representative	WM - 4K
Bob Green	Board Representative	
Paul Kinney	Board Representative	

Annette Ashley	Board Representative	
Don Johnson	Superintendent	
Tabatha Gundrum	Director of Employee Services	
George Mavroulis	Asst Supt for Educational Services	
Raelynn Bodell	Alternate – Elementary	NS/ST - Music
Stephanie Spence	Alternate – Elementary	ST – Speech & Language
Linda Armas	Alternate – Elementary	ST – 3 rd Grade
Sarah Edbauer	Alternate – Middle School	GCMS – 6 th Grade
Marilyn Sharrow	Alternate – Middle School	GCMS – 6 th Grade
Pete Kechele	Alternate – High School	Science/PLTW
Brent Siler	Alternate – High School	Technology Education
Rita Mullen	Alternate – MEA	KMS – 7 th Grade Science
Chris Cummings	Alternate – MEA	GCMS – Literacy
Ellen Lindgren	Alternate – Board Representative	
Diane Hornung	Alternate – Board Representative	

August 25, 2014

This process document may be revised and refined as necessary by the Board of Education, with input from the Certified Staff Handbook Committee.

SECTION 1: MISSION/VISION STATEMENT

1.01 Mission Statement

To educate all students to be contributing members of a global society by inspiring them with a lifelong love of learning, challenging them with rigorous curriculum, and empowering them with 21st century skills.

1.02 Vision

To be an innovator and leader of public K-12 education within the state and nation by meeting the needs of all students with excellent programs and staff.

1.03 Mission Supported by Beliefs

1. We believe we must develop and nurture intellectual curiosity and a thirst for discovery and achievement.
2. We believe that all students can learn and must strive to attain high academic achievement and personal growth.
3. We believe our curriculum needs to prepare our students to work and live in an increasingly diverse and global society.
4. We believe our students and staff need to be equipped with 21st century skills, including critical and creative thinking skills, civic literacy, and personal and mass communication skills.
5. We believe our students need challenging, relevant, and comprehensive district curriculum based on established Essential Learner Outcomes that are regularly evaluated and improved upon.
6. We believe our curriculum and staff must inspire our students to be lifelong learners by individualizing instruction to meet their needs and interests.
7. We believe in supporting our school community by treating everyone with dignity and respect, and maintaining a safe, supportive environment.
8. We believe our students are best served by having strong partnerships with families and the community.
9. We believe students will become contributing members of a democratic and global society through service learning.
10. We believe that student engagement is enhanced by offering a wide range of co-curricular activities.
11. We believe it is essential to attract and retain the best employees to serve the needs of our school community.
12. We believe that adequate financial resources are essential for excellent outcomes, and that we are responsible for advocating for them and for their effective utilization.

1.04 District Building Addresses and Office Numbers

<p>Elm Lawn Elementary 6701 Woodgate Road Middleton, WI 53562 608-829-9070</p>	<p>Northside Elementary 3620 High Road Middleton, WI 53562 608-829-9130</p>	<p>Park Elementary 1209 Park Street Cross Plains, WI 53528 608-829-9250</p>
<p>Sauk Trail Elementary 2205 Branch Street Middleton, WI 53562 608-829-9190</p>	<p>Sunset Ridge Elementary 8686 Airport Road Middleton, WI 53562 608-829-9300</p>	<p>West Middleton Elementary 7627 West Mineral Point Rd. Verona, WI 53593 608-829-9360</p>
<p>Glacier Creek Middle School 2800 Military Road Cross Plains, WI 53528 608-829-9420</p>	<p>Kromrey Middle School 7009 Donna Drive Middleton, WI 53562 608-829-9530</p>	<p>Middleton High School 2100 Bristol Street Middleton, WI 53562 608-829-9660</p>
<p>Clark Street Community School 2429 Clark Street Middleton, WI 53562 608-829-9640</p>	<p>Performing Arts Center 2100 Bristol Street Middleton, WI 53562 608-829-9834</p>	<p>Indoor Pool 2100 Bristol Street Middleton, WI 53562 608-829-9863</p>
<p>District Administrative Center 7106 South Avenue Middleton, WI 53562-3299 608-829-9000</p>	<p>District Operations Center 2130 Pinehurst Drive Middleton, WI 53562 608-829-2343</p>	<p>Transportation Center 3180 Deming Way Middleton, WI 53562 608-829-2365</p>

1.05 District Contact Information

NOTE: All Phone numbers have an 829 prefix that needs to be added when dialing outside the district.

Accidents: Employee Student	9044 9005	Media and Communication	9014
Certification	9043	Personnel File: Certified Staff Support Staff	9042 9041
District Policies	9004	Resignations: Certified Staff Support Staff	9042 9041
Emergency/Security	9002	Retirements	9043
Employment/Interviews: Admin/Supervisor Teacher Custodial Food Service Para-Educator Transportation Prof. Services Support Co-Curricular	9042 9042 9041 9041 9041 9041 9041 9041	Salary/Contracts/ Letters of Employment: Certified Staff Support Staff	9042 9041
Facilities and Use	2362	Substitutes: Teachers on Call	1-800-713-4439
Grievances	9043	Wis. Retirement System	9047
Insurance/Benefits: Health/Dental/Life Disability Family Medical Leave Property & Casualty Tax Sheltered Annuity Worker's Comp.	9044 9044 9044 9005 9045 9044	Leave of Absence: Professional Leave Disability Leave Sick Leave Military Leave Jury Duty	9043 9044 9044 9043 9047

SECTION 2: EMPLOYEE RESPONSIBILITIES & PRACTICES

2.01 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, students and community members. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

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 result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this Handbook and legal obligations.

2.02 Accident/Incident Reports (See also: Worker Compensation)

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please see the Worker's Compensation section of this Handbook. [See Appendix A - Administrative Policy 529: Administrative Protocol for Reporting, Accident Report Form and Public School Works Online Reporting Cover Page]

2.03 Child Abuse Reporting

According to state statute, any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the employee in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below.

A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department or, in a county having a population of 500,000 or more, the department or a licensed child welfare agency under contract with the department or the sheriff or city, village, or town police department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur. [See Appendix B - Administrative Policy 454: Child Abuse/Neglect]

2.04 Confidentiality

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Administrative Policy 347 Student Records. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator. [See Appendix C – Administrative Policy 347 Student Records]

2.05 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. In the case of tutoring, no employee may provide tutoring services for direct compensation to any student that they have current grading responsibility for.

2.06 Pre-Employment 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:

1. Has been convicted of a misdemeanor or felony in this state or any other state or country; and
2. 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, and inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for termination of employment.

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

- a. Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; and
- b. 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.

[See Appendix D - Administrative Policy 533.1: Criminal Background Checks]

2.07 Current Employee Background Checks/Charges/Convictions - Obligation to Report Criminal Record

All District employees shall notify their immediate supervisor and/or the Director of Employee Services 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:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
4. 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
5. 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 or indictment shall not be an automatic basis for an adverse employment action. However, if the offense giving rise to the arrest or indictment is substantially related to the circumstances of the employee's job, and if the arrest or indictment relates to a pending criminal charge, the District may suspend the employee. Arrests or indictments for which criminal charges were dismissed shall not be the basis for adverse employment actions.

Conviction of a crime shall not be an automatic basis for an adverse employment action. 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 and gravity of the offense or conduct;
- b. The time that has passed since the offense, conduct and/or completion of the sentence;
- c. The nature of the position to which the employee is assigned; and
- d. (For-non-felonious crimes only) 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.

2.08 Crisis Management Plans

The District has a School Emergency Operations and Crisis Response Plan for use when the situation requires emergency safety measures. Each District employee should know exactly what the emergency procedures are and where the resources associated with the plan is located for their classroom or work location. Employees must follow the prescribed procedures during any emergency drill or situation. The Emergency Crisis/Management Plan is available in each school building. [See Appendix E - Administrative Policy 723: Emergency/Crisis Management Plan and Drills]

2.09 District Property and Technology

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. District equipment borrowed for short term use should be returned the first work day after project completion. The District has an extensive policy related to appropriate use of technology and media. All technology equipment is the property of the District and staff should not have any expectation of privacy in the use of such equipment. [See Appendix F - Administrative Policy 522.7: District Acceptable Use for Internet and Electronic Media/Devices for Staff]

2.10 Work Spaces (Including Desks, Lockers, Computer/Media Files, 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, technology, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the Superintendent or designee 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 under section 2.18 Personal Property of this Handbook.

2.11 Employee Identification Badges

The District shall provide employees with an employee identification badge. A lanyard with quick release function and/or a badge clip will also be provided to be able to fasten the badge to the

employee's clothing. 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 unless safety rules prevent this.

2.12 False Reports

Employees may be disciplined up to and including termination 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.

2.13 Financial Controls and Oversight

Employees 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 processed in a manner that gives appropriate consideration to the confidentiality of these matters. 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. [See Appendix G: Administrative Policy 665: Fraud, Waste, and Abuse Prevention and Reporting]

2.14 Gifts and Sale of Goods and Services

1. **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. For specific questions regarding this policy, please contact the Director of Employee Services. It shall not be considered a violation of this policy for an employee to receive incidental entertainment, food, refreshments, meals, or similar amenities, that are provided in connection with a conference or similar work-related activity where the employee's supervisor has reviewed the agenda for the conference or other activity and concluded that such incidentals primarily facilitate the employee's attendance at and participation in the activity, and, therefore, primarily benefit the District rather than serving primarily as a personal benefit. 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. [Note: Immediate family shall have the same definition as used in Section 7.02]

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 Assistant Superintendent of Business Services or the Director of Employee Services for proper processing under the District's procedure 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. § 19.59, Wis. Stats.

2. **Sale of Goods and Services:** No District employee may receive for his or her personal benefit anything of value from any person other than the 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 the District or at an activity of the District. § 118.12, Wis. Stats.

2.15 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, student records, etc.

2.16 Investigations

1. **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 "2". 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.
2. **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).
3. **Administrative Leave:** The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

2.17 Certification and Qualifications

1. Members of the professional staff must meet at least the minimum State certification requirements for their respective teaching assignments. All teachers must have a valid Wisconsin teacher license, certificate, or permit on file before commencing duties for which they are being employed.
2. The Superintendent or his/her designee will not assign a teacher to a position for which the teacher is not certified or has not agreed to apply for appropriate certification.
3. **Teachers Authority to Teach**
 - a. A newly employed teacher must present to the Office of Employee Services a valid teaching certificate appropriate to his/her assignment prior to the date of reporting to work. If no certificate is available at the time of employment an application for certification, a transcript of credits earned to receive certification, and proof of payment of license fee must be presented to the Office of Employee Services.
 - b. A returning teacher whose certification expires on June 30 must present to the Office of Employee Services prior to the date of reporting to work the next academic year, a valid teaching certificate appropriate to his/her assignment, or application for same, transcript of credits earned to renew the certificate and proof of payment of license fee.
 - c. No order or warrant shall be issued by the District in payment of the salary of a teacher unless the teacher has complied with this subsection.

2.18 Personal Property

1. **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, including pictures or electronic files, 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.
2. **Search of Personal Effects:** 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, computer files, 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. [See section 2.09 & 2.10 of the Handbook for information on the Search of District Property]

2.19 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. Employees shall follow the policy related to Social Media in connection to contacts with students. [See Appendix F - Administrative Policy 522.7: District Acceptable Use for Internet and Electronic Media/Devices for Staff]

2.20 Physical Examination

1. **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. Staff members with more physically demanding jobs will have a Human Performance Examination in addition to the standard physical to verify their ability to safely perform the necessary tasks of the position they have been offered. The results of this examination must be on file and reviewed before a staff member may begin employment. [See Appendix H - Administrative Policy 523.1: Staff Physical Examinations and Administrative Policy 523.2: Staff Communicable Diseases]
2. **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 with 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.

2.21 Legal Custodian of Records

For purposes of applicable public records law, the District's legal custodian is the Superintendent or designee, who is vested by the Board with full legal power to render decisions and carry out the District's statutory public records responsibilities. The Director of Employee Services will be the records manager for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files. [See Appendix I – Administrative Policy 526: Personnel Records]

SECTION 3 Health And Safety

3.01 Drug-, Alcohol-, and Tobacco-Free Workplace

The District seeks to provide a safe drug-free workplace for all of its employees. [See Appendix Q – Administrative Policy 522.1: Drug-Free Workplace, Administrative Policy 522.11: Drug and Alcohol Use By Bus Drivers, and Administrative Policy 831: Tobacco Use on School Premises]

3.02 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. [See Administrative Policy 522.1 & 41 U.S.C. 702(a) (1) (A) for additional information].

3.03 Tobacco Products

Employees shall not use tobacco products on District premises, in District vehicles, or in the presence of students at school or school-related activities. [See Administrative Policy 831]. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.

3.04 Drug-Free Awareness Program

The District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. [See Policy 522.1 Drug-Free Workplace, Policy 523.3 Employee Assistance Program and 41 U.S.C. § 702(a) (1)].

3.05 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.

3.06 Additional Testing and Requirements

Employees required to possess a commercial driver's license or employees transporting students during the course of their work day may be required to undergo additional drug testing in accordance with relevant law, Board policy, and administrative rules. Furthermore, before working for the District, any driver must complete and turn in the "Acknowledgement and Acceptance of Driver Alcohol and Drug Testing Policy/Procedures." [See Administrative Policy 522.11 for further information].

3.07 Accident Testing

In the event of an accident while driving a District vehicle or transporting students while working for the District, the employee will be taken to a testing center for alcohol and drug testing as a routine

measure according to District procedure. This testing provides necessary liability protection in the event of any allegation that the driver may have been under the influence of any type of drug while performing their driving duties.

3.08 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. [See Administrative Policy 522.1 and 522.11 and 41 U.S.C. 702(a)(1)(A)]. Compliance with the District's policies and rules is mandatory and is a condition of employment.

3.09 Notification of Conviction

As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a)(1)(D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

3.10 Weapons Prohibition

Except as otherwise permitted by this section, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: Wis. Stat. §§ 120.13(1), 948.60, .605, .61.

1. This prohibition does not apply where state law prohibits a school district from restricting any individual's right to possess a firearm or other weapon in a location covered by this policy (e.g., law enforcement officers possessing a firearm or other weapon on school grounds in the line of duty).
2. The building principal may allow a weapon on school premises for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.
3. Firearms or other weapons used for hunting may be allowed on school property for hunter safety classes, but only during non-school hours and after approval, in writing, from the District Administrator. The person(s) conducting the hunter safety class will assume responsibility for the safe handling and care of the firearms/weapons and see to it that all firearms/weapons are removed from the premises promptly after the class.

[See Appendix R - Administrative Policy 832: Weapons on School Premises]

3.11 Workplace Safety

1. **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:
 - a. Location of fire alarms;
 - b. Location of fire extinguishers;
 - c. Evacuation routes; and
 - d. Whom to notify in case of fireEmployees 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.
2. **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.
 - a. "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
 - b. "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.
3. **Personal Protective Equipment:** Personal protective equipment necessary for the performance of work duties will be provided by the District to ensure the highest level of safety for staff members.
4. **Notification of Safety and Health Standards:** Section 101.55 of the Wisconsin statutes requires the Wisconsin Department of Safety and Professional Services 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 Safety and Professional Services 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 under Part I, section 5 of this Handbook and Administrative policy 527 Staff Complaints and Grievances to address the workplace safety issues as defined in subsection F, below. 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://dsps.wi.gov/sb/docs/sb-PubSectSafEmployeePoster9301.pdf>
5. **Disaster Preparedness and Crisis Management Plans:** 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. [See Appendix E - Administrative Policy 723: Emergency/Crisis Management Plan and Drills]
6. **Safety Equipment:** Appropriate safety gear shall be worn and/or used at all times as deemed necessary.

SECTION 4: SCHOOL SCHEDULE & CALENDAR

4.01 School Calendar for 2014-2015 School Year

1. This schedule shall be applied to a school year of one hundred ninety (190) days (one hundred ninety-three (193) days for teachers new to the District) to include:
 - at least one hundred seventy-six (176) teacher-pupil classroom days
 - five (5) professional development days (eight (8) for new teachers)
 - three (3) workdays
 - three (3) parent conference days
 - three (3) paid holidays
2. A calendar shall be established by the Board of Education with input from key stakeholders concerning the length of the school year including the number of classroom days, holidays, in-service education days and parent conference days.
 - a. In the event school is closed due to inclement weather, acts of God, Department of Public Instruction directives, state statute changes, and other emergencies that necessitate a rescheduling of the calendar, the Superintendent with the Board will determine the placement of the day(s).

4.02 Definitions of Regular Full-time and Regular Part-time Status

1. Regular Full-Time
Regular full-time status is defined as employees who carry a full-time load, including school day assignments that are routinely performed-without additional compensation, other than classroom instruction. Regular full-time teachers shall be entitled to all fringe benefits under the terms of this Handbook.
2. Regular Part-time
Regular part-time status is defined as employees who teach less than a full-time teacher load, (including school day assignments that are routinely performed without additional compensation, other than classroom/instruction). Regular part-time teachers who are assigned fifty percent (50%) or more of the normal working load of the regular full-time teachers shall be entitled to prorated fringe benefits. Regular part-time teachers, who are assigned less than fifty percent (50%) of the normal working load of the regular full-time teacher, shall not be entitled to any fringe benefits under this Handbook, except for prorated reimbursable leave.

4.03 Certification and Qualifications

1. Members of the professional staff must meet at least the minimum State certification requirements for their respective teaching assignments. All teachers must have a valid Wisconsin teacher license, certificate, or permit on file before commencing duties for which they are being employed.
2. The Superintendent or his/her designee will not assign a teacher to a position for which the teacher is not certified or has not agreed to apply for appropriate certification.

4.04 Teachers Authority to Teach

1. A newly employed teacher must present to the Office of Employee Services a valid teaching certificate appropriate to his/her assignment prior to the date of reporting to work. If no certificate is available at the time of employment an application for certification, a transcript of credits earned to receive certification, and proof of payment of license fee must be presented to the Office of Employee Services.
2. A returning teacher whose certification expires on June 30 must present to the Office of Employee Services prior to the date of reporting to work the next academic year, a valid teaching certificate

appropriate to his/her assignment, or application for same, transcript of credits earned to renew the certificate and proof of payment of license fee.

No order or warrant shall be issued by the District in payment of the salary of a teacher unless the teacher has complied with this subsection.

4.05 Teaching Hours

1. Normal Work Day

The “normal work day” for elementary, middle and high school teachers shall be no more than four hundred eighty (480) consecutive minutes in length between the hours of 7:00 a.m. and 4:30 p.m. as scheduled by the building principal after consultation with the building staff. All teachers shall be permitted to arrive 15 minutes prior to the start of the student instructional day and leave 15 minutes after the end of the student instructional day provided that all professional responsibilities have been completed.

Notwithstanding the foregoing, pupil services personnel (e.g. Guidance counselors, social workers, school psychologists, program support personnel and diagnosticians) may, by mutual agreement with the administration, work a flexible schedule of hours to meet the needs of students and/or to attend IEP meetings arising out of Ch. 115, Wis. Stats., or IDEA, or Section 504.

- a. All elementary, middle and high school teachers shall be provided with a duty free lunch period of at least thirty (30) continuous minutes which shall be assigned within the student lunch period. Teachers shall not be required to work in any capacity for the District during the duty free lunch period.
- b. Elementary, middle and high school teachers shall not be required as part of their regular teaching duties to supervise student activities before or after the student day. Elementary students will be allowed to enter the classroom five (5) minutes before the beginning of the instructional day.
- c. Teacher shall be required to attend up to ninety (90) minutes of staff meeting time split between two (2) meetings per month. Staff meetings schedule will be done in collaboration with the staff from the building and may be scheduled in the morning or the afternoon. Principals may at their discretion call voluntary small group meetings which shall be concluded before the end to the teacher work day. Committee work shall be on a voluntary basis.

Teachers who are asked and agree to make presentations at staff meetings or on in-service days, that require preparation time, shall be compensated at the rate of \$33 per hour of presentation provided that this work has been pre-approved. Such work shall be done on a voluntary basis. Teachers who have been trained at district expense and have as part of that training agreed to provide in-services to their colleagues will not be paid additionally for providing trainings during in-service days and/or staff meetings.

- d. Part-time teachers are encouraged but shall not be required to attend staff meetings conducted when they are not scheduled to work.
- e. Meetings with elementary, middle and high school staff outside the normal eight (8) hour work day are voluntary.
- f. All teachers shall be permitted to leave work on Friday or the day before holidays or vacation periods at the conclusion of the student day if all of their professional responsibilities have been completed.
- g. All teachers will be required to attend the Back to School Night at their primary school assignment location. This event may be up to two (2) hours in length. There will be no proration of attendance time for part time staff members. Back to School Night will be held

between just prior to the start of the contract year to four (4) weeks after the first day of school. The date will be selected administratively with input from staff.

1. Elementary School

The elementary school student day shall be no more than four hundred and fifteen (415) continuous minutes in length, unless because of state statute or DPI mandate it becomes necessary to lengthen such elementary student day

- a. Elementary teachers shall not be required as part of their regular teaching duties to supervise student activities during recess periods or during the school lunch period other than in going to and/or from such activities or in the event of an emergency or emergency drill.

2. Normal Work Day Specifications (This section will need to be further updated to ensure that each level's current work day is defined correctly. The language below is not up to date for the 2014-15 school year schedules.)

a. High School Work Day

The normal high school work schedule shall be as follows: All full-time high school teachers shall be responsible for five (5) teaching classes, one (1) preparation period, and one (1) supervision/resource/case management period within each two day cycle of block scheduling.

b. Middle School Work Day

The normal middle school work day shall be eight (8) periods in length. All full-time middle school teachers shall be responsible for five (5) teaching classes, or the equivalent over the course of the year, one (1) curriculum and/or planning period/case management, one (1) supervision/resource period (or the equivalent), ~~and~~ one (1) individual preparation period ~~and one (1) Extended Learning Time period.~~

c. Elementary School Work Day

For regular classroom teachers the elementary work day shall include two (2) fifteen minute recess periods per day for pre-K through third grade, and one (1) fifteen minute recess period per day for fourth and fifth grades which shall be duty free for teachers. Each full-time elementary teacher shall be provided with a minimum of 300 minutes of preparation/case management time per week to be used as individual or team preparation time.

Elementary teachers who voluntarily supervise recess(es) due to inclement weather will be compensated at \$28.00 per hour.

d. 4K/Early Childhood Work Day

Each full-time 4K/Early Childhood teacher shall be provided with a minimum of 300 minutes of preparation/case management time per week to be used as individual or team preparation time. The structure of the work days for the schedule in 4K/Early Childhood may be flexibly scheduled to meet the needs of the program.

e. Special Education

Each special education staff member shall have comparable student contact minutes to general educators at the same level. These minutes are used to provide instruction and support to students on their caseload or class assignments. The determination of the final schedule will be a collaborative effort between the teacher, teaching team, and administration, if appropriate. Schedules will be submitted to the Principal for final approval.

Each special education teacher (SEN Classroom and Itinerant Teachers, Early Childhood Teachers, Speech/Language Teachers, OT/PT Teachers) will receive 225 minutes of preparation within the student contact day and a minimum of 225 minutes of case management time per week within the student contact day for middle and high school and within the workday for elementary school. Case management time is available to collaborate with parents, teachers and other staff supporting students on the SEN teacher case load as well as to complete required paperwork.

Allotments for evaluation time will be provided as follows within the weekly instructional day schedule:

- School Based Occupational Therapy- three and one-half (3 ½) hours
- School Based Physical Therapy- three and one-half (3 ½) hours
- School Based Speech and Language Pathology Therapy – three (3) hours

Integration Days- 120 days per school year will be allowed for curriculum modification work between regular education and special education staff or among special education staff. The particular days on which such curriculum modification work shall occur within each building shall be decided by the involved staff with the building principal at each building. These shall be approved by the Director of Student Services or the Student Services Coordinator. Requests for performing this work outside of the work day may be approved by the Director of Student Services.

Severity Ratings for Caseloads/FTE- For each student assigned a case manager, the Director of Student Services, the student services coordinator and said student's case manager shall establish a severity rating for student. The severity rating shall be used for purposes of establishing caseload and appropriate allocation of FTE in relation to the building or program. Off School Premises Instruction (OSPI) - Itinerant and Homebound Special Education Services

- e. Off School Premises Instruction (OSPI)
Is defined as work performed by teachers at a location other than Middleton-Cross Plains Area School District owned or leased buildings.
1. The total accumulated teaching time of a teacher with OSPI assignment shall not exceed that of SEN teachers as set forth in Section 5.5.3 and the total accumulated planning time of a teacher with an OSPI assignment shall not be less than that accorded SES teachers as set forth in Section
 2. Teachers with an OSPI assignment shall be accorded travel time a minimum of twenty (20) minutes between any two locations. If travel time is in excess of twenty (20) minutes, time afforded will equal actual travel time plus an additional five (5) minutes for departure and an additional five (5) minutes for arrival.
 3. The District shall have cellular phones available for OSPI teachers to check out for their use in contacting the District while on OSPI assignments.
- f. Professional Development
"Professional Development" days are staff meeting times established to facilitate collaborative learning and decision making by staff within individual buildings. There will be five professional development days scheduled on the calendar each year (eight for new teachers). These days will be collaboratively planned when possible with staff. Days will be generally, but not exclusively, related to district or school goals and professional development will be differentiated for staff when possible or reasonable.

4.06 Traveling Teachers

Traveling teachers shall be accorded travel time between work locations as needed when developing the individual work day schedule.

Travel time shall not be considered as preparation time. Travel time allocated will be discussed collaboratively between the administrator and the teacher.

4.07 Teaching Load

1. Homeroom duty shall be considered a part of a teacher's normal responsibility, as shall supervision of resource centers, study halls and other forms of instructional supervision.
2. Although the Board recognizes and stresses the primary function of teachers as that of fulfilling assigned instructional responsibilities, the Board reserves the right to authorize the administrative staff to assign teachers non-teaching responsibilities as deemed necessary to the effective operation of the school system.
3. Effort will be made to maintain pupil loads in accordance with Department of Public Instruction recommendations
4. The Board encourages the principal to seek input from the department coordinator, or teacher when no departmental coordinator is appointed, relative to what constitutes an excessive pupil load in a specific department or classroom. The final determination relative to excessive pupil load, however, is to be determined by the administrative staff (principal and Superintendent) on behalf of the Board.
5. Teachers who believe that they have an excessive teaching load shall bring the concern to the attention of their building principal. The building principal and the teacher shall meet to discuss ways to address the concern.

In the event the concern is not resolved, the teacher may request a meeting with the Superintendent or designee to discuss ways to address the concern.

4.08 Secondary Student Support

1. Introduction
Student Support is defined as direct contact opportunities between teachers and students or indirect student support options as provided herein, but are performed outside the teacher's assigned teaching (class) schedule. For middle school teachers, student support is limited to the equivalent of one additional period outside a teacher's regular class schedule per day (46 minutes). For high school teachers, student support will be 90 minutes over a two day period (AB schedule).
2. Assignments
At the high school level, this includes but is not limited to:
 - a. Other Assigned Student Contact Time – 38 minutes. Specific assignments for this area could include but may not be limited to:
 - 1) Additional Academic Resource
 - 2) Lunch Supervision
 - 3) Hall Supervision

At the middle school level, this includes but is not limited to:

- a. Working individually or with small groups of seven (7) students or less per teacher. Specific types of student support in this category include but may not be limited to:
 - 1) Academic Resource scheduled during school (or before/after school on a voluntary basis) to provide specific and individualized content area support in math or reading/writing.

- 2) Academic Resource scheduled during school (or before/after school on a voluntary basis) to provide specific and individualized support, as necessary, for organizational and work completion.
 - 3) Resource
 - 4) Classroom Support
 - 5) Other student intervention or enrichment opportunities
- b. Lunch supervision
 - c. Before and after school supervision, bus supervision
 - d. Hall supervision
 - e. Locker room supervision
 - f. LMC supervision
 - g. Computer lab supervision
 - h. Lunch detention/incentive supervision

Where student support duties are less than 46 minutes, additional assignments will be assigned to equal the 46 minutes.

- 3. Scheduling
For both middle and high school, administration will coordinate the overall supervision schedule. However, at the high school, teachers will collaborate with their department peers to distribute their supervision/support time to fully staff the content area resource space.

4.09 Advisory Program

- 1. Staff members serving as Advisors will be responsible for the following duties
 - a. August Family Conferences - Advisors will schedule and hold a thirty (30) minute face-to-face conference with each student/family on their roster within two weeks prior to Freshman Orientation. Before the end of the previous school year, Advisors will schedule the conferences with the families. One to two weeks prior to scheduled conferences, Advisors will confirm date and time with each family via email or phone. At least two attempts will be made to get verbal or email confirmation from the parent. Parents who are unable to meet face-to-face will be provided a phone conference. Students who move in after the start of will school will be offered a face-to-face family conference within two weeks of their arrival.
 - b. Advisory Training - Advisors will attend a four (4) hour training in the month of August. The training will be held outside of contract hours; however, such time shall be reimbursed at curriculum rate.
 - c. Freshman Orientation - Advisors will participate in a three hour freshman orientation program in the evening the week before school starts (typically Wednesday from 6:15 – 9:15 pm)
 - d. First Day of School - Advisors will plan and implement, in conjunction with student Link Crew Leaders, 3 hours of transition activities to ensure the students are ready to navigate the building.
 - e. Future Freshman Night - In early January, Advisors will facilitate a small-group interactive transition meeting during Future Freshman Night. Link Crew Leaders will assist with implementation of small-group activities.
 - f. Classroom Lessons - Advisors will plan and teach 40 group sessions during semester 1. The curriculum will consist of Link Crew lessons and other MHS generated activities. The Advisory Coordinator will provide a master check list of lessons and activities for each unit of the program. Advisor will lead some lessons and will assist the Link Crew Leaders with

others. Advisors will provide formative and summative feedback to the freshman students and the upperclassman Link Crew Leaders.

- g. Communication Hub - The advisor will serve as a communication hub between students/family – school counselor – and classroom teachers. Advisor will monitor academic progress and activate house team if additional intervention is needed. At least monthly, Advisors will communicate with families regarding the attendance and academic performance of each Advisory student.
- h. Advisor Meetings - Teacher participating in the Advisory Program will be required to attend regular/monthly meetings under the direction of the Advisory Coordinator for the purposes of discussing Advisory Program Curriculum
- i. Link Crew Leaders - In the event that Link Leaders are not fulfilling their obligations, Advisors will communicate with the Advisory Coordinator as soon as possible.

2. Advisor Compensation

The compensation for an Advisor position shall be \$3,000 for completion of all duties listed above.

3. Advisor Selection

- a. Current faculty filling the role of advisor will be given first preference to fill the advisor positions each year.
- b. Selection of advisors who did not serve in the preceding school year will complete an application to assess the extent to which their skills and experience match the job duties of an advisor. The applications will be reviewed by the Advisory Coordinator and Principal or his/her designee and the most qualified applicant(s) will be selected.

4. Advisor Evaluation

Each year the advisor will complete a brief reflection and self-evaluation as well as receive feedback from the Principal or his/her designee. The following four domains will be reviewed:

- a. Planning and preparation for Advisory curriculum and events
- b. Creating a sense of community within the group
- c. Effective delivery of curriculum and services

4.10 Online Teaching

1. Teachers shall not be required to teach an online/virtual course section(s). The District shall solicit volunteers for the online/virtual course selection(s) by providing notice to staff of the subject areas where the District expects to offer such online/virtual courses.
2. Teachers volunteering to teach online/virtual course sections must comply with all requirements of Wisconsin State Statute Section 118.19(13).
3. Teachers volunteering to teach online/virtual sections must complete all required orientation and training as determined by the online administrator prior to the commencement of such instructional duties in order to be eligible for such assignments.
4. The District shall attempt to facilitate the availability of such training and to reduce the cost for teachers in areas of need. Any training newly required for online/virtual course teachers after they are assigned to teach such courses shall be paid for by the District, unless the teacher(s) receive graduate credits for such training.
5. An online/virtual course shall count the same as a traditional face-to-face course for purposes of calculating full-time equivalent (FTE) and shall follow the same class size guidelines in the District. A maximum of 30 online/virtual student enrollments will constitute one section for the purposes of calculating 0.2 FTE. As part of a 0.2 FTE, an online/virtual teacher shall not be required to teach more than three online courses at any one time, however, more than 3 courses may be taught at

one time with the mutual agreement of the principal and the teacher. For this purpose, one semester of a given online/virtual course shall be considered to be one course.

6. Teachers who are certified to teach online courses may voluntarily pick up courses on a per enrollment basis for a pre-determined stipend of \$144 per student per semester.
7. Online/virtual course teachers need to adhere to the timeline requirements of the Wisconsin eSchool Network; however, such requirements shall not require that teachers work outside the dates set forth as teacher work days on the school calendar.
8. Teachers providing instructional services in the Wisconsin e-school network will have flexibility to perform instructional duties and responsibilities outside their assigned school and outside the contract defined school day when possible. The District will attempt to provide scheduling to online/virtual school staff that includes open periods being placed at the beginning or end of the school day; however, such scheduling is not guaranteed. Although a deadline of March 15 is currently utilized as the last day for online enrollment for students, as established by the eSchool Network; there may be special circumstances that warrant enrollment of students after March 15.
9. Teachers assigned to online/virtual school classes may be required to proctor students participating in an online/virtual course examination during the class period when such teacher is assigned to the online/virtual course even if the students taking the examination are not normally assigned to the teacher.
10. Teachers assigned to online/virtual classes may utilize professional hours if absent for only those periods. In circumstances where a teacher is absent for a full day, a full day of reimbursable leave will be deducted from their available balance.
11. Internet access and use of a computer (teacher may elect either a desk model at school or a laptop model) will be provided at the home school for teachers assigned to teach online/virtual courses. Laptop models may be transported and used as needed by the teacher within the parameters of the Acceptable Use Policy of the District.
12. Teachers assigned to teach online/virtual courses shall be evaluated using the same Educator Effectiveness evaluation model.

SECTION 5 ASSIGNMENTS, VACANCIES AND TRANSFERS

5.01 Determination of Assignment

Employees will be assigned or transferred by the District Administrator of the District and/or his/her designee to areas where the teacher is certified or may obtain certification.

5.02 Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted internally and externally simultaneously for a minimum of 10 working days, unless exigent circumstances as determined by the District require a shorter posting period. During the month of August, postings of positions will be temporarily suspended; however, the Principal will provide communication updates to the building or department staff to keep everyone apprised of staffing changes. The District retains the right to fill vacant positions on a temporary basis at its discretion during the posting and selection period. Vacancies will be posted on the District's website. The notice shall include such things as 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.

5.03 Interviews

An employee who applies for a vacant position using WECAN or the optional internal application notification form, prior to the end of the posting period will be granted an interview for the position provided that they have the required certification for the position and are not currently having performance concerns, i.e. being on an Awareness Phase or an Improvement Phase, in their current position. If qualified, the internal candidate may be awarded the position. The administrator has authority to approve voluntary transfers for district staff without an interview process.

5.04 Selection Process

In the event two or more equally qualified District employees apply for a position and are deemed to be most qualified from within the applicant pool, the most senior applicant will be selected. Internal applicants will be notified of the results of the selection process. Principals will provide feedback to any candidate not selected upon request from the candidate. [See Appendix P – Administrative Policy 511: Equal Opportunity Employment]

5.05 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. Qualifications will be determined solely by the Administration of the District and may include such things as history of performance, training and quality of work.

5.06 District Ability to Determine Job Description

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

5.07 Involuntary Transfers

When the District determines that an involuntary transfer of an employee is necessary for business reasons, due to staffing needs and/or the District's inability to fill a vacancy or a new position according to the procedures set forth above in sections 8.02 through 8.06, 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 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 under the District Administrative Policy for Grievance Procedure (Policy 527).

5.08 Temporary Contracts

A temporary contract is an individual teaching contract for a specific period of time. Temporary contracts are not continuing contracts and provide for no employment with the District beyond the term specified in such contracts.

5.09 Part Time Teachers

Part time positions will be granted at the discretion of the Building Principal and the Superintendent. Part time teachers will be expected to attend all parent teacher conferences, Professional Development Days and in-service time specified in the contract. In compensation for this additional attendance, part time staff members will be provided with payment at their hourly rate. Staff meetings will be strongly encouraged to attend; however, if unable to attend due to it being a non-work time, staff will still be responsible for the content of the meeting information.

5.10 Parent-Teacher Conferences

Teachers shall conduct a minimum of two (2) sets of parent teacher conferences per year. Fifteen (15) hours of conferences between regular education teachers (including specials and support teachers) and parents will be scheduled each school year, with some conferences held in the Fall and Spring at a time designated by the Principal with input from staff. When parent-teacher conferences are held in the evening, teachers may schedule one fifteen (15) minute duty free break at the approximate mid-point of such conferences.

Graded or missing assignments and assessments will be entered on the student management system for parents and students to be able to access at a minimum after weeks 3, 5, 7 and 9 of each quarter at the secondary level. Teachers teaching online courses must comply with assessment feedback and communication timelines as defined in Wisconsin State Statute 118.40(8)(d)3.

5.11 IEP (Individual Education Program) Programming Conferences:

1. For Regular Education Staff, IEP Programming meetings
 - a. May be held during the school day for which the teacher will be released from his/her regular teaching duties and will not be paid additionally.
 - b. Conferences held during the teacher's preparation time, including time before and after the student contact day, shall be reimbursed at twenty-two dollars (\$22.00) per hour or compensation will be accrued in accordance with Section 6.13 of the contract.
 - c. Conferences held outside of the teacher work day will be reimbursed at twenty-two dollars (\$22.00) per hour commencing at the end of the teacher work day through his/her attendance at the conference or compensation time will accrue in accordance with Section 6.13 of the contract. In order to receive such reimbursement, the teacher must remain working at the school from the end of the teacher work day through his/her attendance of the IEP conference.
2. Special Education Staff (SES) will be paid a stipend for paperwork completion, Medicaid billing and attendance at IEP meetings that is based on their caseload severity ratings and as outlined in Appendix VIII. No IEP time sheets or schedules will be required of the SES staff.

In rare instances a SES staff member may have an exceptionally difficult caseload and this cannot be reflected in the current severity rating due to the number of students. In these instances the Director of Student Services may increase the stipend afforded these individuals to match the extra meetings/preparation required of staff working with our most challenging students.

SES staff may voluntarily attend Parent-Teacher conferences. If pre-approved by building administration for participation in the Parent-Teacher conference the SES teacher will be paid at \$22 per hour for their attendance.

3. Regular education teachers, excluding student services personnel who participate in IEP meetings, Section 504 meetings or other Individual Learning Plan meetings where parents have been invited during their preparation time or before or after normal work day, shall be compensated at the rate of twenty-two dollars (\$22.00) per hour based on actual minutes worked. Late requests for compensation will be processed and reimbursed only to the extent that there are available funds left from the \$10,000 allocation but must be before 7/1 of each budget year. These amounts shall be paid in the next pay period following the end of the school year. Compensation shall not exceed a total of \$10,000 per year. Requests for compensation shall be filed by the last day of second semester of the current school year. In the event requests exceed \$10,000 per year, compensation will be prorated based on total minutes requested so that the amount paid is \$10,000 per year. Prior to any prorating, a meeting will be held between the MEA President and the Director of Student Services. Total compensation payout and any proration will be shared with the MEA President prior to final fund distribution.

5.12 Diagnostic Requirements Of Special Education Services Staff (SES)/Pupil Services Staff

1. Diagnosticians

Diagnosticians will be responsible for evaluation duties of the IEP eligibility

Each full-time Diagnostician will be responsible for approximately ninety (90) IEP eligibility evaluations per contract year. In order to accommodate IEP eligibility meetings outside of the normal work day, Diagnosticians shall have the following options:

- a. The required twenty-two and one-half (22.5) hours per year of Parent-Teacher Conference time outside of the normal work day shall be reallocated toward IEP eligibility meetings.
- b. Diagnosticians shall be allowed to work a flexible day (e.g. 9:00 a.m.-5:00 p.m.) in order to accommodate meetings.

2. District cross-categorical teachers will not have assigned diagnostic responsibilities.

3. Speech/Language Pathologists

Each full-time Speech/Language Pathologist will be allotted three (3) hours per week for the evaluation process. These hours are within the instructional day for school based therapists and within the workday for itinerant therapists. This is based on thirteen (13) evaluations yearly per full-time therapist.

4. Occupational and Physical Therapists

Each full-time Therapist will be allotted three and a half (3.5) hours per week for the evaluation process. This is based on sixteen (16) evaluations yearly per full-time therapist.

Special Education Caseload/IEP Stipend Payment Table

Position	Level	High Variable	Stipend	Medium Variable	Stipend	Low Variable	Stipend
Caseload by Caseload Weighting							
CC	EL	20 to 26	\$1,100.00	15 to 19	\$800.00	14 or less	\$500.00
CC	MS	20 to 26	\$1,100.00	15 to 19	\$800.00	14 or less	\$500.00
CC	HS	20 to 26	\$1,100.00	15 to 19	\$800.00	14 or less	\$500.00
SL	EL	30 or more	\$1,100.00	25-29	\$800.00	24 or less	\$500.00
SL	MS	30 or more	\$1,100.00	25-29	\$800.00	24 or less	\$500.00

Caseload by Total Number of Students							
OT/PT/AT	District	25 to 30	\$1,100.00	11 to 24	\$800.00	10 or less	\$500.00
HI/VI/DHH	District	11 or more	\$1,100.00	8 to 10	\$800.00	7 or less	\$500.00
CC	EC	15 or more	\$1,100.00	10 to 14	\$800.00	9 or less	\$500.00
SL	EC	15 or more	\$1,100.00	10 to 14	\$800.00	9 or less	\$500.00
SL	HS	35 or more	\$1,100.00	30-34	\$800.00	29 or less	\$500.00
SDPE	District	25 to 30	\$400.00	11 to 24	\$300.00	10 or less	\$200.00

The Director of Student Services may elevate a staff member to a higher level in the above table in cases of high case load and/or severity.

5.13 Attending Own Child's Parent Teacher Conference

Teachers who have children shall be allowed to attend their children's conferences on the parent-teacher conference day.

The teacher shall inform his/her supervisor of his/her desire to attend one or more parent/teacher conferences outside of the building and the time(s) of day they will be absent to attend such conference(s).

1. The teacher must record and report to his/her supervisor the amount of time he/she spends outside of the building traveling to and attending such conference(s).
2. Prior to the receipt of the record for the number of hours the teacher spent outside his/her building traveling to and attending parent/teacher conferences, the teacher's supervisor shall meet with the teacher to establish a mutually agreeable date and time within the current school year for the teacher to extend their normal workday in an amount equal to the amount of time spent by the teacher outside of the building traveling to and attending parent/teacher conferences.
3. If scheduling conflicts occur where a parent can only come during the time a teacher wishes to be absent from the building on the conference date, the teacher will make every effort to arrange or pre-arrange another mutually agreed upon time to meet with the parent for conferencing purposes.

5.14 Attendance at Intervention Meetings

When meetings (e.g. response to intervention, staffing, etc.) are scheduled with parents regarding interventions, progress monitoring, referrals, or recommendations, teachers attending such meetings shall be paid in accordance with section 5.14.3. No teacher shall be required to attend such meetings if they are held during the teacher's preparation time including during or after the instructional day. This does not relieve a teacher from the responsibility of providing interventions and progress monitoring necessary to refer or recommend a student for special education.

5.15 Homework Help Programs

A teacher will be paid at twenty-eight dollars (\$28.00) per hour. Staff members working with the homework help program will complete timesheets and turn in time worked according to the program that is established within their building. Timesheets will be authorized by the Building Principal prior to payment. The monies for said contract may be paid through grants or other alternative funding sources.

5.16 Application Of Salary Schedule

1. All Returning Teachers will be employed at the annual salary specified in the schedule.
2. Previous Teaching Experience and Graduate Credit
3. Newly employed teachers will be credited on the salary schedule with up to five (5) full years of accredited teacher experience which is directly relevant to their assignment.
4. Newly employed OT/PT staff may be credited on the salary schedule with their full previous work experience.
5. The Board may grant credit for up to actual previous teaching experience.
6. Claims for corrections to salary schedule placement errors based on previous experience and/or graduate credit must be brought no later than two (2) years from the date the teacher began work for the district or such claims will be time barred. At their time of hire, teachers will be provided with a copy of the completed Teacher Step and Range Placement Form.
7. In cases of shortage areas, the District Superintendent may grant additional experience steps and/or credit placement in order to secure or retain high quality staff.

5.17 Work Assignments

The district has the right to contract with outside parties, such as CESA's or outside districts, for shared services.

1. Contract Specifications
Preliminary individual school assignment shall be specified on the individual teacher's contract. No change will be made without prior notification.
2. Additional Class
Teachers who voluntarily accept an additional class for a semester or a year shall receive additional compensation of 70% of the overload FTE according to the teacher's salary without additives for the duration of the assignment.
3. Teaching Staff Development Outside of Normal Workday
Teachers who volunteer to teach a staff development class outside of the normal contracted work day shall be compensated at the rate of forty dollars (\$40.00) per clock hour.

5.18 New Teacher Induction and Mentoring Program

The components of the Mentor Program for teachers new to the District are described in the table below:

New Teachers w/ 0-1 Years	New Teachers w/ 2 Years	New Teachers w/ 3+ years	Mentors
Attend 6 Beginning Teacher Seminars from Dane Cty New Teacher Project (DCNTP)	Do not take Beginning Teacher Seminars from Dane Cty New Teacher Project (DCNTP)	Do not take Beginning Teacher Seminars from Dane Cty New Teacher Project (DCNTP)	Mentor Training is required (through DCNTP) - Two, 2-day sessions.
Attend 4 Qtrly District Induction sessions	Attend 4 Qtrly District Induction sessions	Attend 4 Qtrly District Induction sessions	Attend 4 Qtrly District Induction sessions (meet with Ed. Svcs.)
Qtrly Small Group Support Meetings in building with Ed Svcs Rep	Qtrly Small Group Support Meetings in building with Ed Svcs Rep	Qtrly Small Group Support Meetings in building with Ed Svcs Rep	Selection of mentors will happen in collaboration between the Principals and Ed Services Team Members
Stipend for NT and Qtrly District Induction = \$500	Stipend for Qtrly District Induction = \$250	Stipend for Qtrly District Induction = \$250	Stipend for Mentoring = \$1000
Will receive support from a Mentor for 2 years	Will receive support from a Mentor for 1 year	** Will receive support from an Orientation Teacher for 1 year	Will receive training support (noted above)

Beginning Teachers w/ 0-1 Years	New Teachers w/ >1 years	Mentors
Attend 6 Beginning Teacher Seminars from Dane Cty New Teacher Project (DCNTP)	Do not take Beginning Teacher Seminars from Dane Cty New Teacher Project (DCNTP)	Mentor Training is required (through DCNTP) - Two, 2-day sessions.
Attend 4 Qtrly District Induction sessions	Attend 4 Qtrly District Induction sessions	Attend 4 Qtrly District Induction sessions (meet with Ed. Svcs.)
Qtrly Small Group Support Meetings in building with Ed Svcs Rep	Qtrly Small Group Support Meetings in building with Ed Svcs Rep	Selection of mentors will happen in collaboration between the Principals and Ed Services Team Members
Stipend for BT Series (DCNTP) and Qtrly District Induction = \$500	Stipend for Qtrly District Induction = \$250	Stipend for Mentoring = \$1000
Will receive support from a Mentor	** Will receive support from a BOB for 1 year	Will receive training and support (noted above)

** ~~Orientation Teachers~~ Building Orientation Buddies (BOBs) will receive a \$100 stipend.

All stipends will be paid at the conclusion of the year on June 30th.

New Teachers and Mentors will have 5 shared-release days for classroom observation and collaboration time.

Second year staff will be transitioned to this new process in a collaborative way.

5.19 Sub Teacher Assignments

1. Whenever a teacher under contract with the District is requested to assume the class assignment of an absent teacher, he/she shall be reimbursed at the rate of thirty-three dollars (\$33.00) per clock hour.
 - a. Regular part-time teachers who sign up with the District for substitute teacher work shall be accorded priority for such work in the District consistent with the part-time teacher's part-time schedule. Part-time teachers accepting substitute teaching assignments on this basis shall be compensated at the same rate in effect for experienced substitute teachers for substitute assignments that are three (3) hours or more. Assignments that are less than three (3) hours shall be compensated at the class covering rate to applicable teachers.
2. It is understood that these payments shall not apply when an individual and or small group pull out is cancelled due to substitute unavailability.

5.20 Compensatory Time

1. Definition

The term "compensatory time" and/or "compensatory time off" as used herein, mean hours of time off granted to a staff in lieu of monetary payment for performing services beyond those that are required to be performed by his/her individual teaching contract.
2. Conditions for Granting

Compensatory time will be granted pursuant to the following terms

 - a. Compensatory time will only be granted pursuant to a written Compensatory Time Plan developed in advance by the involved building principal and teacher, subject to the exceptions specified elsewhere in this subsection.
 - b. Compensatory time will be granted on an hour-for-hour basis
 - c. Compensatory Time Plans shall be submitted by the principal to the Superintendent for review and approval.
 - d. If compensatory time is granted and the requesting teacher does not designate in his/her Compensatory Time Plan the date(s) on which he/she intends to take the compensatory time off, the teacher shall be allowed to hold the accrued in reserve for use on a date to be designated later and approved by the building principal. No teacher shall accrue more than eight (8) hours of undesignated compensatory time without prior approval of his/her building principal, or the Superintendent. Compensatory time accrued pursuant to this section must be used in the school year in which it is accrued; otherwise it shall be forfeited, except that compensatory time accrued after April 30th may be carried over into the first quarter of the following school year.
3. Conditions for Use

Accrued compensatory time shall be used during the regular school day and in the manner set forth in the written Compensatory Time Plan previously developed by the building principal and teacher.

5.21 Professional Advancement Requirement

To advance on the salary schedule teachers shall provide evidence indicative of professional growth.

1. Definitions

The term CREDIT, used herein, is defined as one (1) college or university semester hour.

2. Requirements for Horizontal Advancement on the Salary Schedule

Requirements shall be based entirely upon pre-approved college or university graduate credits or upon pre-approved undergraduate credits which are related to the teacher's area(s) of certification, technical/vocational training, foreign language, or special education, and which do not duplicate course work previously completed by the teacher as an undergraduate. All classes used for advancement must be in an area related to curriculum and instruction. Classes related to extra-curricular work will not be allowed.

All credits earned by teachers obtaining a degree are consumed upon obtaining that degree whether such credits are considered to be in excess of the degree requirements or not. However, under no condition would a teacher move backward on the salary schedule as a result of earning a Master's or undergraduate degree.

All pre-approved credits, graduate and undergraduate, shall be from a North Central Association Commission on Accreditation and School Improvement, Higher Learning Commission accredited college or university earned after the baccalaureate degree and certification or master's degree and certification shall apply to advancement on the salary schedule. The Director of Employee Services in his/her discretion, may award advancement to approved credits, graduate or undergraduate, that were obtained from an international college or university that is not covered by the accrediting process set forth above.

3. Methods of Earning Credits

College or University Credit- Semester hours of credit may be earned through course work taken from an accredited, degree-granting institution.

4. Timeline for Requests

Requested credit approvals will be processed within 10 business days of receipt of such request. If extenuating circumstances require further information before being able to reply, such information will be shared with the teacher within the 10 business day timeline. If a response is not received within 10 days of receipt of the request, the course shall be considered approved for credit and the teacher may proceed to enroll in the class on that basis. If any requested credits appear to be not eligible for approval, the Director of Employee Services shall consult and review such request with the Assistant Superintendent of Educational Services prior to issuing any denial. Any denial of requests for course approval shall be made in writing or email with the stated reason(s) for such denial. Copies of the written denial shall be provided to the teacher.

5.22 Statement of Credits and Placement

All credits documented by official transcripts shall be entered into the Employee Access system and information is available for review by staff members whenever they wish to review it. Any discrepancies should be referred to the Director of Employee Services for review.

5.23 Graduate Credit

All pre-approved graduate credits shall be applicable to salary benefits. Pre-approved credits earned shall be applicable to salary benefits to the extent they are earned in a field related to the teacher's area(s) of certification, technical/vocational training, a foreign language, or special education. Prior authorization for credits shall be given by the Director of Employee Services.

5.24 Salary Lane Change

When approved by the Board, employees will be reclassified to a higher salary schedule lane upon presentation of an official grade report or transcript to the Superintendent or his/her designee. The official grade report or transcript must be received in the Office of the Superintendent or designee no later than the end of the business day, August 15 to effect an adjustment in the teacher's salary. Credits received after August 15 will be used toward lane changes the following school year. Exceptions to the above provision will be made for summer classes that commenced prior to the August 15th date and also for unusual circumstances when provision is made in advance through

communication with the Director of Employee Services no later than the end of the first business day in August. All classes must be completed prior to the first student day and must be deemed to be "summer" courses on the University transcript to be eligible for advancement in a school year.

5.25 Schedule Movement

A teacher may advance one (1) vertical step on the salary schedule in any one (1) year.

5.26 Implementation of Longevity Provision for Teachers with Partial Step Placement

Employees who will complete step 20 during a school year (i.e. step 20.25, 20.50 or 20.75 at the beginning of the year) shall receive prorated longevity payments for that year.

The payments shall be effective at the beginning of the year and paid in accordance with the normal District payroll practices.

Once an employee begins to receive longevity payments, partial step placement for the employee is eliminated. At the conclusion of the year in which the employee receives prorated longevity (Step 20.25, 20.50, or 20.75), the employee will be considered as having completed step 20 and will be placed on step 21 of the salary schedule.

5.27 Deficiencies

Any teacher whose work is not satisfactory and has been placed on a plan for improvement may, be placed on one (1) year probation upon the recommendation of the principal and Superintendent and acted upon by the Board of Education. The teacher shall have written notice of such action issued before May 1 of any given year. Such notice shall state the point or reasons for being placed on probation. In the case where the Board places a teacher on probation, the teacher may be deprived of a salary increment at the discretion of the Board.

5.28 Personnel Files

A teacher shall have the right, upon request to the Superintendent or designee, and on appointment basis, to review the contents of his/her file originated within the District and to receive copies at the teacher's personal expense of any documents therein. The teacher shall have the right to attach a rebuttal statement to the said documents or other District accumulated materials located in his/her file. All personnel file materials examined by the teacher shall be endorsed with the teacher's signature.

The District shall provide the teacher a copy of any new letters of complaint, reprimand, commendation, or evaluations or any other materials relating to the employee's contractual performance which are to be placed in their personnel files. Such notification shall not indicate the employee's approval or disapproval of such materials.

5.29 Mandatory Safety and Policy Training

Staff members must complete all mandated training requirements such as those specified from the District, OSHA, DPI, and other similar entities. Some of this training will be provided during professional development days within the District calendar. Other training may be provided online at a time that is convenient to the staff member within a specific time frame for completion. Sixty (60) minutes of time will be provided each year from professional development time to acknowledge the amount of online training time that may be required.

5.30 Classroom Moving

Teachers who assist with moving equipment, furniture, supplies or other items, as requested by the Administration, as a result of an involuntary classroom reassignment shall be paid a stipend of \$100 following the completion of the move.

Any such work shall be voluntary and shall not be required of any teacher.

SECTION 6 JOB PERFORMANCE

6.01 Evaluation Procedure

The District will follow the required state DPI model for evaluation of staff through Educator Effectiveness. The Educator Effectiveness model detail can be found at the following links:

<http://ee.dpi.wi.gov/teacher/teacher-evaluation>

<http://ee.dpi.wi.gov/wi-educator-effectiveness>

1. All teachers will be provided with the name of their supervisor for evaluation purposes.
2. All teachers will be provided with information on the Educator Effectiveness model according to the links above and DPI required training.
3. The final evaluation will be placed in the employee's personnel file for documentation.

6.02 NON-RENEWAL

Teachers employed in the District are subject to non-renewal on a statutory basis, as prescribed in Sec. 118.22, Wisc. Stats.

1. Probationary Employee: Non-renewals of teachers with three (3) consecutive years or less of employment in the District may be non-renewed during their probationary period for any reason that is not arbitrary or capricious, and such nonrenewal will not be subject to the grievance provisions of this Handbook or in Administrative Policy 527 unless such non-renewal is due to the employee's failure to meet the District's performance expectations. All other non-renewals shall be exclusively subject to the provisions of section 118.22, Wis. Stats.
2. Non-Probationary Employee: Commencing with the employee's fourth (4th) consecutive year of employment in the District and completion of the probationary period, the following procedure for nonrenewal applies:
 - a. A non-probationary teacher who has been placed on an awareness phase or improvement phase under the District's procedures as set forth below may only be non-renewed for "cause." Such non-renewal shall be subject to the grievance procedure provisions of this Handbook. "Cause" is defined as the following:
 - 1) There is a factual basis for the non-renewal. The District has the burden to prove the factual basis. The factual basis must support a finding of employee conduct in which the District has an interest in non-renewing the employee; and
 - 2) Reasonableness of the penalty: The particular non-renewal imposed by the District must be in proportion to the offense committed.
3. Evaluation Process: After completing the probationary period, teachers will be subject to applicable Board policies/administrative procedures. Where there are performance concerns warranting a Professional Support Plan (PSP), the following Awareness Phase and Improvement Phase may be implemented and may serve as the procedure for non-renewal:
 - a. Awareness Phase

The purpose of the Awareness Phase is to bring the subject teacher and individuals together to identify and discuss areas of concern related to the District's Domain Rubrics taken from the District's evaluation framework or Professional Growth Plan.

 - 1) The administrative supervisor identifies, in writing, a Domain Rubric Component where current performance is deemed unsatisfactory by the supervisor. The administrative supervisor shall create a file for the teacher's Professional Support Plan (PSP) in which all documents related to the PSP shall be maintained. The District shall provide the teacher with copies of all documents placed in the PSP file and the teacher shall have the right to review/copy file documents and/or authorize review/copying of such file documents by a representative(s) of the teacher.

- 2) The Awareness Phase will be discussed at an initial meeting. This Awareness Phase will last no longer than sixty (60) working days.
- 3) At the conclusion of the Awareness Phase, the administrative supervisor and teacher will review the progress and the administrative supervisor will make one of the following decisions in writing:
 - a) Concerns resolved, no further action necessary; or
 - b) Progress noted, continuation of agreed procedures and extended timeline up to a maximum of thirty (30) working days; or
 - c) Concerns remain unresolved, movement to Improvement Phase.

b. Improvement Phase

The purpose of the Improvement Phase is to provide additional guidance and assistance for the resolution of concerns identified in the Awareness Phase of the Professional Support Plan for non-probationary teachers in order to encourage and promote success. The Improvement Phase shall consist of the following process:

- 1) The Improvement Phase will be discussed at an initial meeting to be held within ten (10) working days of the completion of the Awareness Phase. The Improvement Phase will not last longer than ninety (90) working days.
- 2) The Improvement Phase shall include the following elements which shall be provided to the teacher subject to the PSP at the initial meeting:
 - a) A written statement identifying the concern relative to the District's Domain Rubrics;
 - b) A written statement identifying the individuals involved in the plan, consisting of the following:
 - 1.) The teacher subject to the PSP;
 - 2.) The principal supervising the teacher subject to the PSP;
 - 3.) The peer coach;
 - i) A qualified peer coach from the appropriate roster (including active and retired licensed teachers) selected by the principal of the teacher subject to the PSP. This peer coach's service shall be totally voluntary and the peer coach (if an active teacher) is not subject to evaluation for his/her participation in this process. Qualified peer coaches: are active or retired teachers with a minimum of five (5) years teaching experience; have successfully completed the district's mentor training program; have received a proficient or above rating in all components for the most recent evaluation year (after such ratings have been established) or by mutual agreement; and have knowledge relevant to the teaching assignment. If no volunteer peer coach can be found after a diligent effort is made to find one, the process can move forward without a peer coach. If either the peer coach or the teacher subject to the PSP request termination of the relationship, it shall be terminated; however, the process may continue with or without another peer coach.
 - ii) The peer coach shall be provided with compensation of one hundred and fifty dollars (\$150) per semester or fraction thereof above and beyond their regular compensation.
 - iii) The peer coach shall provide advice to the teacher in the improvement phase on how to improve teaching area/assignment skills and to successfully complete the

remediation plan. The peer coach, may if approved by his/her immediate supervisor, be released from his/her normal duties for a sufficient amount of time to provide appropriate support.

- iv) An additional evaluating administrator may be used as needed in any step of this process. The additional evaluator (referenced above) will be identified in advance.
 - c) A listing of activities/procedures to be initiated and utilized;
 - d) A listing of resources to be allocated as necessary for the PSP implementation and completion including, but not limited to materials, staff development, implementation timelines and budgetary consideration;
 - e) A timeline indicating implementation dates, final review dates, and meeting dates to review progress of the PSP. Teachers subject to a PSP shall be afforded a minimum of fifteen (15) days to respond to any document that is being placed in their PSP file. Teachers will also be provided with copies of all documents related to the PSP.
 - f) Additional observations will be conducted by the supervising administrator and no more than one other administrator. The peer coach shall be permitted to sit in on these observations to facilitate constructive assistance to the teacher who is the subject of the PSP. The supervising administrator shall evaluate the performance of the teacher subject to the PSP, in writing, and shall share such evaluation with the teacher promptly thereafter. The evaluation shall be placed in the teacher's PSP file.
 - g) The four domains within the evaluation instrument include
 - 1) Planning and Preparation
 - 2) Classroom Environment
 - 3) Instruction
 - 4) Professional Responsibilities
 - i. Additional information related to the Domain areas can be found at: <http://danielsongroup.org/framework/>
- 3) After the ninety (90) day work day Improvement Phase, the principal in consultation with the peer coach, shall state if sufficient improvement has taken place to justify a "proficient" or better rating.
- a.) If sufficient improvement has been made, the concern shall be deemed resolved and the teacher is removed from the PSP.
 - b.) If improvement has been made, but the concern is not resolved, the Improvement Phase may be extended for up to another ninety (90) workdays.
 - c.) If sufficient improvement has not been achieved, the teacher may be recommended for non-renewal.
- 4) If non-renewal is recommended by the principal, the teacher may appeal to the Peer Review Panel. The Peer Review Panel shall consist of three (3) administrators of the teacher's choosing and two (2) teachers (volunteers, active or retired, selected by the administrator from a building different from that of the administrator). Such teachers shall have at least five (5) years of teaching experience and knowledge relevant to the teaching assignment held by the teacher subject to the PSP. The peer coach that served during the Improvement Phase shall not serve on the Peer Review Panel. The participation of the teachers selected by the principal shall be voluntary and such teachers shall be compensated for their time at twenty-eight dollars (\$28.00) per hour. If the selected teachers do not volunteer, the District may appoint other licensed teachers to be on the

Peer Review Panel. The teacher shall be allowed to bring another support individual of their choosing with them for the proceedings before the Peer Review Panel.

- 5) The Peer Review Panel shall review all documentation in the teacher's PSP file and any documents which the teacher elects to provide to the Panel. The Peer Review Panel shall also provide the teacher with an opportunity to be heard. The Peer Review Panel shall make one of the following findings:
 - a.) The recommendation for non-renewal is upheld, and forwarded to the Board of Education;
 - 1) The Improvement Phase should be extended for up to ninety (90) additional days;
 - 2) The teacher has adequately completed the Improvement Phase and the PSP is terminated.
- 6) Employees who have been non-renewed by the Board under the provisions of Section 13.1.2.1 and are in the improvement phase may access the grievance procedure solely for the purpose of determining one or both of the following:
 - a.) were the procedural steps of 13.1.2.1 adhered to by the District; and/or
 - b.) did the district's agents act in an arbitrary or capricious manner in the application or implementation of the process set forth in 13.1.2.1 for employees who are in the improvement phase.

6.03 Discipline and Discharge

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:

1. There is a factual basis for the discipline or termination. The District has the burden to prove the factual basis. The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and
2. Reasonableness of the penalty: The particular discipline or termination imposed by the District must be in proportion to the offense committed.
3. Examples of such offense may include but are not limited to the following:
 - a. Conviction of a felony or violent misdemeanor where the circumstances of the offense substantially relates to the circumstances of the employee's job;
 - b. Violating the District's Acceptable Use policy by knowingly and deliberately accessing, downloading or transmitting obscene or pornographic material or knowingly and deliberately possessing and displaying obscene or pornographic material while on District property or while fulfilling the responsibilities of his/her job (excluding performing work at home on non-district equipment and systems away from school premises without the involvement of student). [Employees who report the receipt of such material in a timely manner in accordance with administrative procedure(s) shall not be subjected to this provision for incidents reported to the appropriate administrator.];
 - c. Conviction of theft or fraud where the circumstances of the offense substantially relates to the circumstances of the employee's job;
 - d. Possession of weapons while on District property or while fulfilling the responsibilities of his/her job (excluding performing work at home or away from school premises without involvement of students) in violation of the District's Administrative Policy No. 832;
 - e. Being under the influence while on District property or while fulfilling the responsibilities of his/her job (excluding performing work at home or away from school premises without involvement of students) in violation of the District's Administrative Policy No. 522.1;
 - f. Use, possession, distribution, sale, transfer, dispensing, manufacture of alcohol, other controlled or illicit mood altering drugs while on District property or fulfilling the responsibilities of his/her job (excluding performing work at home or away from school premises without involvement of students); and

- g. Engaging in sexual relationships with any child under the age of eighteen (18) or with any current District students, eighteen (18) years of age or older.
 - h. Other offenses that are not enumerated above that are also egregious at a similar level to those above.
4. Approved medical leaves or other leaves of less than one school year shall not be construed to interrupt employment for the purposes of this section.

Probationary employees on Board approved leaves shall retain their accrued time toward completion of the probationary period. Such leave shall not contribute toward completion of the probationary period, but shall not be deemed to be an interruption of their employment.

6.04 Resolution Of Differences

1. Differences can best be resolved by the following procedures:
 - a. When a concern arises for an employee, they should bring the concern to the attention of the Building Administrator in order to discuss the situation and possible alternatives related to the concerns. The employee may, but would not be required to, put the concern in writing. If the concern is with the supervisor, the employee may move to the next level without this step.
 - b. If the concern cannot be resolved at the building level, the concern should be forwarded in writing to a District level administrator most closely aligned to the concern or issue (e.g. Director of Secondary Teaching and Learning for a secondary curriculum concern, Director of Employee Services for a payroll concern, etc.).
 - c. If this concern is still not able to be resolved, the Superintendent will review the situation and address the concern.
 - d. In cases of discipline, discharge or workplace safety violations, the Board Grievance Policy should be followed.
 - e. In any of the above steps, the employee is able to bring another person to any meeting to provide personal support for them.

6.05 Staff Complaints And Grievances

1. Policy
 The Middleton-Cross Plains Area School District School Board adopted an Administrative Policy to address how to resolve employee grievances related to discipline, termination and workplace safety issues. Additionally, the District will immediately investigate any complaints of harassment and take all necessary and appropriate action to eliminate it. [See Appendix S – Administrative Policy 527: Staff Complaints and Grievances and Administrative Policy 512: Harassment]
2. Definitions
 - a. Discipline: “Discipline” is defined as a suspension [unpaid or paid], or a written reprimand.
 - b. Termination: “Termination” is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.
 - c. 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.
3. Harassment
 The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders. Harassment refers to physical or verbal conduct, or psychological abuse, by any person that disrupts or interferes with a person’s work or school performance, or which creates an intimidating, hostile or offensive work or learning environment. [See Appendix S – Administrative Policy 512: Harassment

SECTION 7: TIME OFF

7.01 Reimbursable Leave (Sick Leave)

1. Sick Leave Earned: Employees shall receive ten (10) days of reimbursable absence annually.
2. Crediting of Sick Leave: Sick leave, though credited at the beginning of each fiscal year, is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.
3. Part-time Employees: Part-time employees will receive sick leave on a pro-rated basis according to the number of hours they are scheduled to work per day.
4. Sick Leave Use:
 - a. 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 disability as set forth in Wisconsin Administrative Code section PI 11.02(2) and §115.76(5), Stats. (Examples of a disability include: cognitive disability, learning disability, autism, etc.)
 - 3) Employees qualifying for leave under either, or both the Wisconsin Family and Medical Leave Act or the federal Family and Medical Leave Act due to a serious health condition of a spouse, child (regardless of age and where use of sick leave is not otherwise permitted under this section of the Handbook), domestic partner or parent.
 - 4) Medical or dental appointment for the employee and/or an immediate family member that cannot be scheduled outside of the employee’s regularly scheduled work hours. Additional time beyond the appointment will be permitted to allow for “reasonable coverage” of the employee’s position. For example, it would not be expected that an employee return from an appointment if the appointment is ending during the last hour of the work day.
 - 5) Teachers shall be allowed to utilize preparation time during the contract day when necessary for medical/dental appointments or other personal errands without deduction of reimbursable leave as long as no student contact time is missed and the Building Principal has pre-approved the time.

- 6) Inconsistency or abuse of sick leave may be investigated by Administration and/or the Director of Employee Services.
 - 7) Special circumstances may be submitted for review to the Director of Employee Services.
5. Sick Leave Accumulation: Sick leave for employees will accumulate to a maximum of 180 days (1,440 hours).
 6. Short Term Unpaid Leaves of Absence: Requests for an unpaid leave of absence of five (5) days or less shall be made to the Director of Employee Services. All days granted under this section will have a salary reduction of one (1) contract day's pay per day absent. The employee shall not be subject to a deduction for insurance premiums for such day(s). Unpaid leaves of absence will be granted if approved by the Director of Employee Services and Building Principal. All requests will be made through the Skyward Employee Time Off system.
 7. Sick Leave and Long Term Disability: In the event an employee becomes eligible for benefits under the District's long term disability insurance program, the employee will no longer receive paid sick leave. Any balance remaining in the bank when disability payments commence will remain for the employee's available use upon return to work.
 8. Overused Sick Leave: If an employee were to leave the school system prior to the completion of his/her contract term or the school year for an individual employee and had used all sick leave, a sum equal to the sick leave days used but not earned would be deducted from the remaining pay. Deductions will be based on a proration of the number of days worked within the employment year.
 9. Reporting Procedure – Doctor's Certificate: If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent for one of the reasons stated in the above sections. Whenever the supervisor deems such 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. 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.
 10. 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.
 11. Sick Leave Balance Information: Employees may access their sick leave balances and usage information through the electronic Employee Management System at any time.
 12. Unused Sick Leave: A teacher may elect to be compensated for up to three (3) unused reimbursable leave days at the end of the contract year by written notification to the employee services office by the last day of the school year at the rate of \$130.00 per day and the reimbursable leave day(s) will be deducted from the reimbursable leave benefit provided under the reimbursable absence days accumulated by the teacher. In order to be eligible for this requested payment, the teacher must have at least 45 days in their reimbursable leave bank at the time of the request.

[See Appendix M – Skyward Employee Access Basic Instructions & Appendix N – Skyward Time Off Basic Instructions]

7.02 Funeral Leave

1. Funeral Leave for a Death in the Immediate Family: In the event of a death of an immediate family member, the employee will be allowed to use up to five (5) days of sick leave per occurrence. If no

sick leave is available, these days will be taken without pay. For leave in this section, immediate family includes that of a spouse, domestic partner, child, parent, grandchild, sibling, step-relatives and in-laws of the same relationship as provided herein of the employee and his or her spouse.

2. Funeral Leave for the Death of an individual Outside of the Immediate Family: In the event of a death of an individual outside of the immediate family, the employee will be allowed to use up to three (3) days of sick leave per occurrence. For leave in this section, individuals may include grandparent, aunt, uncle, nephew or niece, or cousin.
3. Current year teachers and teachers from the previous school year shall be allowed to attend a funeral service during the normal work day for a student whom they taught. Teachers attending such a service will not be required to use a reimbursable absence day, per the above section.
4. In the event of the death of a person not specified elsewhere in this section: An employee may use one (1) day of sick leave per incident for a maximum of two (2) incidents per year.
5. Special circumstances: May be submitted for review to the Director of Employee Services.

7.03 Jury and Witness Duty

Employees who are required to respond to a call for jury duty or who are subpoenaed as a witness in court cases not involving the Employer or for personal court appearances shall be excused from work and the Employer agrees to pay the difference between the jury or witness fees paid the employee (not including monies for mileage, or for Saturday or Sunday jury or witness fees), and the employee's regular daily rate provided:

1. That such employee gives prior notice to the Employer as soon as is practicable;
2. That such employee furnishes the Employer with satisfactory evidence of her/his service on jury duty or as a witness;
3. That such employee reports each day for work for the time not needed as a juror or witness.

7.04 Personal Leave

1. Personal Days Provided: A maximum of two (2) days per year of personal leave will be provided for teaching staff.
2. Reasons for Personal Leave: Personal leave may be used for time away from work to attend to personal business or other reasons deemed by the employee to need time away from work.
3. Personal Leave Day Restrictions: Personal leave requests will be limited on a first come/first serve basis to not more than ten percent (10%) of the teachers designated as home based at a site with a minimum of at least one (1) teacher per site. Personal leave days will be limited to five percent (5%) of the teachers in a building when used to extend a holiday, vacation, or school recess period and on Friday's in May due to the difficulty of finding substitutes on these days and the impact it can have on student instruction. A personal leave day will not be granted during the first or last week of a semester or on a professional development day. Exceptions to personal leave requests during these periods may be approved by the Superintendent or his/her designee.
4. Part-time Employees: Part-time employees will receive personal leave on a pro-rated basis according to their FTE percentage.
5. Unused Personal Leave Days: Personal leave days which remain unused at the conclusion of the fiscal year will be allowed to accumulate to a maximum of fifty-six (56) hours for full time staff members. A teacher may elect to be compensated for up to two (2) unused personal leave day(s) at the end of the contract year by written notification to the Employee Services office by the last day

of the school year at the rate of \$150.00 per day and the personal leave day(s) will be deducted from the personal leave available balance.

7.05 Religious Holiday

The District will allow absence from work without loss of pay for up to two (2) days for the purpose of observing religious holidays providing the doctrine of the employees religion and the employees religious convictions prohibit the employee from working on such holiday, and further provided that the employee perform compensatory work as assigned by the Superintendent or designee, during the school year in which the absence occurred. If the compensatory work project is not completed by the last day of the school year, a deduction at the rate of pay at the time the absence occurred shall be made from the final check to be received by the employee. An employee may elect to have one (1) or two (2) of the available two (2) days be deducted from the employees accumulated sick leave days. In such case, the employee shall not have the obligation to perform compensatory work for that day.

7.06 Skyward and Aesop Automated Systems

The District utilizes electronic systems for tracking time off entries and substitute processing. It is your responsibility as an employee to use the systems correctly. All time off requests should be initiated through an entry for "Time Off" through Skyward.

If a substitute is needed for a Teacher, the entry for "Substitute Needed" should be utilized to complete the entry in the AESOP system for the substitute process to be initiated with Teachers On Call, our contract service provider. All entries for AESOP should be completed no later than 6 am on the day of the absence unless extenuating circumstances exist.

[See Appendix O – Teachers On Call 24/7 AESOP Employee User Notes]

7.07 Holidays

Staff will be allowed three (3) paid holidays which include Labor Day, Thanksgiving Day and Memorial Day.

7.09 Catastrophic Sick Leave Bank

The District recognizes the occasional and extraordinary need for leave that is occasioned by severe illness and disability to staff members and their immediate families. Such circumstances can create needs that exhaust the individual staff member's accumulated sick leave resources.

Terms for the catastrophic leave program:

1. Eligibility - Teachers who have exhausted or expect to exhaust all other personal paid leave available to them and who have the need for catastrophic leave may apply for same. Prior to being considered for such leave, the applicant must provide and authorize the disclosure of information supporting the need for such leave and must execute a release acknowledging that such leave is not a matter of entitlement and is provided through voluntary contributions of accumulated leave time by other employees of the District and as such may be declined or unavailable. The applicant must execute a written save harmless agreement in favor of the District with regard to any decisions made by the District with regard to the granting or refusal/failure to grant such catastrophic leave.
2. A teacher may request such leave as is appropriate in the event of any critical illness or injury suffered by a teacher or by any person in the teacher's immediate family as identified in Section 7.1.3.2.
3. The application for such leave must be in writing and supported by a medical report from a treating physician identifying the individual and the critical illness or injury that is the basis for the request. Application shall be initially submitted to Employee Services to begin the process of consideration, which shall be acted upon by the District at its earliest convenience.
4. Teachers who are on Long Term Disability may apply and the committee may grant the use of the Catastrophic Leave Bank as a source for funding health insurance benefits not to exceed one (1)

year, as long as they retain their employment status. Catastrophic Leave Bank days shall be liquidated on the basis of an average full day's pay for staff members for purposes of this insurance benefit.

5. Contributions to the Catastrophic Leave Bank shall be completely voluntary and shall be made on an ad hoc basis in response to a specific need/application by a specific employee. Employees shall be eligible to contribute no more than six (6) days in any one school year.
6. Any contributed leave that is not consumed in a particular case shall be held in the Catastrophic Leave Bank and be available for use in future approved cases. Statistical data related to this program shall be maintained and made available for review by the District. The parties shall work cooperatively to develop the necessary forms needed for this program.

6.10 Insurance

Links to all insurance plans described in this section can be found on the District website in the For Staff section. Insurance information will be reviewed annually with the Insurance Advisory Committee.

1. Health
 - a. Compliance Authority: The District may, in its sole discretion, make changes to health insurance, including, but not limited to, health benefits, eligibility standards, coverage, and contribution levels in order to comply with the Patient Protection and Affordable Care Act (ACA) and applicable federal and state agency rules and regulations regarding the implementation of the ACA. Such actions may also be implemented in order for the District to comply with regulatory provisions of the Internal Revenue Service (IRS), e.g. non-discrimination in benefits provisions [IRC 105(h), IRC 125], and to minimize tax liability for the district and/or the benefit recipient underneath such regulatory provisions.
 - b. Notification Requirements: If the District makes such a determination to modify health benefits, eligibility standards, coverage and contribution levels, it shall thereafter provide the effected employees with at least thirty (30) calendar days' notice of the change. The District may provide shorter notice if in the District's opinion it is not practicable to provide the thirty (30) calendar day notice.
 - c. Full Time: Employees shall have the option of receiving health benefits through the Health Maintenance Organization (HMO) Programs offered by the District. The District shall pay no more than 85% of the Health Program chosen by the employee (88% if employee participates in the Health Risk Assessment process spelled out in section 7.2.1.3).

- d. Part-Time: The cost of participation in such health benefits for part time teachers employed at least half time by the District shall be prorated according to the following table. Eligibility for coverage will change to thirty (30) hours per week or more effective January 1, 2015 in accordance with the Affordable Care Act provisions.

FTE	% District Paid	
	w/ HRA	w/o HRA
1.0 FTE	88%	85%
0.95 FTE	84%	81%
0.90 FTE	79%	76%
0.85 FTE	75%	72%
0.80 FTE	70%	67%
0.75 FTE	66%	63%
0.70 FTE	62%	59%
0.65 FTE	57%	54%
0.60 FTE	53%	50%
0.55 FTE	48%	45%
0.50 FTE	44%	41%

- e. Voluntary Health Risk Assessment for Employees on the District's Health Insurance
The health risk assessment consists of the following:
- 1) A screening process that includes blood pressure checks, waist girth, vascular screening, fitness profile, and complete lipid panel. This panel requires a twelve (12) hour fast and is done through the finger-stick method. The results include glucose, triglycerides, HDL and LDL levels and your ratio. In addition, the employee receives a computerized personal wellness profile to provide a comprehensive heart health assessment.
 - 2) A Health Survey Assessment that shall be the standard document used by the health insurance provider's respective vendor(s).
 - a) The cost of the health risk assessment will be covered for any employees who are enrolled in the District's health insurance program.
 - b) Eligible employees shall have to elect no later than August 31 whether or not to participate in the Health Risk Assessment.
 - c) The District will be responsible for contacting a health provider and arranging the health risk assessment for the employees. The District will offer the assessment on-site at the District at times and dates convenient for the employees. An employee may schedule an appointment for the health risk assessment off-site directly with the employee's health care provider if such an arrangement is acceptable to the health insurance provider(s)' vendor for the health risk assessment. Such provider must be a participating provider under the District's current health insurance plan(s). Staff will be provided a minimum of two (2) weeks advance notice of times

and dates that will be scheduled for the District on-site Health Risk Assessments.

d)The data collected pursuant to the Health Risk Assessment shall be confidential and shall be provided to the employee upon request or as authorized by the employee in writing. The only data that the District will receive from the health provider is the following:

- i. Whether the employee, or employee's spouse if applicable, did or did not take the health risk assessment; and the
- ii. Aggregate health risk assessment data that does not include any information that identifies the individual to whom the data applies.

e)Personally identifiable results of the health risk assessment and any personally identifiable medical records resulting there from shall be the property of the health insurance provider. In no event shall such data be provided to or become the property of the District. Such data may, however, be provided in the aggregate to a successor health provider.

As a result of participation in the Health Risk Assessment process, the employee shall receive the higher District paid portion of the Health Insurance Premiums according to the table in Section 7.2.1 Health Insurance. New hires that start after the HRA onsite dates will be treated as having completed the HRA for their initial employment until the first election period that they can participate.

2. Life

The District participates in the State Employees Life Insurance Plan. The premium cost for such plan is paid for by the employee; however, the District will pay the state mandated contribution for each employee electing to participate on the plan. The District makes available up to five (5) times the salary level of coverage for each employee. The salary level is determined based on the earnings reported to the Wisconsin Retirement System for the prior calendar year.

3. Disability Income Insurance

a. Long Term Disability

The District shall pay the full cost of a Long Term Disability Plan for those employees working 20 hours or more per week.

b. Short Term Disability

The District shall make available to employees a policy of group voluntary short term disability insurance.

- c. Employees who choose to participate in such short term disability insurance shall pay the premium necessary to maintain such coverage but payroll withholding privileges shall be available.

4. Dental

The District shall pay the entire premium for family plan or single plan dental coverage for full time employees. Part time employees shall pay a prorated amount of the premium based on their full time equivalency percent.

5. Tax Sheltered Annuity

The District provides a Tax Sheltered Annuity (TSA) plan for all employees to voluntarily participate in if they choose. Employees will be permitted to have their contributions remitted via payroll deduction to an Investment Vehicle offered by a vendor listed as a District-approved vendor, as required by the IRS Code and as directly by the District's plan document.

Employees may choose to defer either a percent of salary or a specific dollar amount up to the amount permitted by law. The salary reduction limit (402(g)(1)), the age fifty (50) additional deferral (414(v)(2)(B)(i)), and the “catch up” provision (402(g)(7)) for employees with fifteen (15) or more years of service may change annually. The TSA Plan shall be subject to all rules and provisions of the Plan Document and any administrative requirements of the District’s third party administrator.

7.11 EXTENDED LEAVE OF ABSENCE

Any teacher who has been in the district for at least two years may request an unpaid extended leave of absence for up to one year. No teacher shall be permitted to enter into a contract of employment with another school district while on an approved unpaid extended leave. Requests for leaves shall be made in writing to the Director of Employee Services by April 15th. Any conditions for return shall be spelled out for the staff member in writing upon approval. Upon return from an approved leave of absence, a teacher will be returned to a position within the District in the area of licensure.

1. Child Rearing Leave

- a. Child rearing is defined as the period of time granted by the District for a parent to remain at home with a new child. To qualify for consideration for a child rearing leave a person must have successfully completed one (1) year of teaching within the District. A written request for child rearing leave consideration without pay must be submitted five (5) months prior to commencement. A teacher who has been approved for a child rearing leave, the term of which is more than six (6) weeks, but who has not completed his/her probationary period at the time of the leave, shall have his/her probationary period extended for one (1) additional school year.
- b. Child rearing leave may be approved, on a full or part-time basis, for the days remaining in a semester, an entire semester, an entire school year. Such leave may be extended for an additional year with approval of the Superintendent, provided such request for extension is made by May 1. A teacher who has been approved for child rearing leave, but who has not completed his/her probationary period at the time of extension of the leave shall have his/her probationary period extended for an additional year after the conclusion of the leave. Under extenuating circumstances, the Superintendent may make exceptions to this section.

2. Unpaid Medical Leave of Absence

- a. 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, whenever feasible. 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 for under Article 7.2, Section 7.2.3. 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. Seniority accrual during an unpaid leave is defined in Section 14.1 and Section 14.3.8. Upon commencement of the leave of absence, the employee may continue health and other insurances by remitting the full premium amounts to the District except as provided for below in Section 8.7.
- c. Upon return from any unpaid medical leave of absence, the employee shall be entitled to return to his or her former position and location.
- d. 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 provided the District with a projected date of return. The employee shall notify the District at least thirty (30) days in advance of his/her date of return, whenever feasible, if he/she is going to be unable to return to

duty on his/her projected return date. The total length of the employee's leave shall not exceed the leave durations set forth in Section 8.6.1 above without the approval of the Superintendent or designee.

- 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 physician's certificates 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. The employee shall be entitled to back-pay if the third physician certifies that the employee was fit for duty as of the date indicated on the employee's physician's certification.
- 3) In the event the employee does not return to work, without reasonable justification, following the expiration of the leave, 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.

3. Insurance(s) During Unpaid Leaves of Absence

- a. Employees on unpaid leaves of absence under Section 8.1 and 8.2 will be eligible for inclusion in all of the District's group insurance programs, to the extent such policies allow their eligibility, provided the employee on leave pays the District in advance, on a monthly basis, for the full premium of such coverage or, in the alternative, assumes the responsibility of paying for any insurance premium(s) to the provider through a direct-billing system. Such eligibility shall continue while the employee is on the leave of absence.
- b. Employees on an unpaid leave of absence under Section 8.4, Section 8.5, or Section 8.6 will be eligible for inclusion in all of the District's group insurance programs; to the extent such policies allow their eligibility. The District's contribution toward the group insurance programs, if any, shall be determined as follows:
 - 1) If the employee has been in a paid status for the District for at least fifty percent (50%) of a contract year (for this section only contract year refers to the individual contract year of September 1 through August 31) and he/she is otherwise eligible for the group insurances he/she shall receive a pro-rated amount of the District's contribution toward the cost of the group insurances during the year (September 1 through August 31) of his/her unpaid leave of absence based upon his/her actual number of days in paid status. Paid status shall be defined as actual days worked on classroom days, parent conferences, staff in-service, work days, and holidays and shall also include days on paid reimbursable leave and time spent on family and medical leave under both the state and/or federal family and medical leave act(s). Please see the following example for a further explanation.

An employee who was in paid status for ninety-five (95) of the one hundred and ninety (190) days would receive fifty percent (50%) of the District's contribution toward the District's group insurance programs during the first year (September 1 through August 31) of his/her unpaid leave of absence under this section.

Employees will be able to contribute their percentage of the insurance premium for the year in one of two ways or a combination thereof. The employee can have the total amount of the employee premiums deducted from his/her remaining payroll checks in the year on a pre-tax basis or he/she can remit personal payments directly to the district for the total amount of employee premiums owed. The employee shall notify the District on his/her leave request form prior to the leave as to the method desired by the employee.

- 2) If the employee has been in a paid status for the District for less than fifty percent (50%) of a contract year (for this section only contract year refers to the individual contract year of September 1 through August 31) and he/she is otherwise eligible for the District's group insurance's he/she shall receive the District's contribution toward the cost of the group insurances only for those month's in which the employee is in a paid status, if any, during the year (September 1 through August 31) of his/her unpaid leave of absence. Paid status shall be defined as actual days worked on classroom days, parent conferences, staff in-service, work days, and holidays and shall also include days on paid reimbursable leave and time spent on family and medical leave under both the state and/or federal family and medical leave act(s). In the months that the employee is not in a paid status he/she will be eligible for inclusion in all of the district's group insurance programs, to the extent such policies allow their eligibility, provided the employee on leave pays the District in advance, on a monthly basis, for the full premium of such coverage or, in the alternative, assumes the responsibility of paying for any insurance premium(s) to the provider through a direct-billing system. Such eligibility shall continue while the employee is on the leave of absence.
- 3) Employees on unpaid leaves of absence under Section 8.4, Section 8.5, and Section 8.6 who do not meet the requirements of Section 8.7.2.1 or section 8.7.2.2 above will be eligible for inclusion in all of the District's group insurance programs, to the extent such policies allow their eligibility, provided the employee on leave pays the District in advance, on a monthly basis, for the full premium of such coverage or, in the alternative, assumes the responsibility of paying for any insurance premium(s) to the provider through a direct-billing system. Such eligibility shall continue while the employee is on the leave of absences.

7.12 Wisconsin Retirement System

The Board agrees to pay the employer's required WRS contribution on behalf of the employee as required by state statute requirements. The employee agrees to pay the employee's required IRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

SECTION 8: SALARY AND OTHER PAYMENT ITEMS

8.01 Salary Payments

1. The District will pay employees through direct deposit and notices of deposit will be available through self-service within the District's financial software system. The annual salary shall be divided into twenty (20) equal installments payable on the fifteenth (15th) and last day of each month from September through June. If the employee wishes to have their salary divided by twenty-four (24) equal installments, they may elect to do so by completing an election form and returning it to Employee Services prior to July 1st of each school year. If the fifteenth (15th) or last day of the month should fall on a Saturday or Sunday the payday shall be the previous Friday. If the payday falls on a Holiday, the payday shall be the previous banking day.
2. Payroll deductions shall be taken evenly from each paycheck.
3. Payroll deductions for long term disability insurance taxes will occur on a monthly basis.

8.02 Classroom Visitation

Classroom and School visitors will follow Administrative Policy 860: Visitors to the Schools. A copy of this policy can be found on the District website and in the Appendix of this document. Autism Shadows also follow specific procedures which are included in the Appendix as well.

8.03 Article 10- Salary Schedule

The salary schedule for the 2014-15 school year will not be reduced below the salary levels in effect for the 2013-14 school year; however, the Board of Education retains the sole discretion to increase the salaries in the 2014-15 salary schedule and to determine whether step and lane movement will be granted in full, or in part, or not at all at its discretion.

8.04 Additive Schedule

See Appendix V.

8.05 Breach of Contract

1. Teachers under contract to the District are required to fulfill all terms of the contract.
2. A release from the contract should not be requested unless documentation can be provided by the teacher which proves that conditions which motivated the request could not have been anticipated at the time of the signing of the contract by said teacher.
3. A teacher's documented request for release from contract shall be made in writing to the Superintendent at least thirty (30) days prior to the date the teacher is requesting the release from contract becomes effective.
4. The Board shall act upon the teacher's request for release from contract within the thirty (30) day period as noted under paragraph one above.
5. Failure of the individual teacher to fulfill the terms of the contract, either prior to the opening of the school year or anytime during the school year, may be considered a breach of contract and cause for immediate dismissal of the teacher breaching said contract, upon a majority vote of the Board.
6. Any full-time teacher who resigns his/her contract between June 15 and July 31 shall be charged as liquidated damages the sum of three hundred dollars (\$300). Any part-time teacher who resigns his/her contract between June 15 and July 31 shall be charged as liquidated damages the sum of three hundred dollars (\$300) times the percentage of his/her part-time contract. Any full-time teacher who resigns his/her contract after July 31 through the remainder of the current individual contract year shall be charged as liquidated damages the sum of six hundred dollars (\$600). Any part-time teacher who resigns his/her contract after July 31 through the remainder of the current individual contract year shall be charged as liquidated damages the sum of six hundred dollars (\$600) times the percentage of his/her part-time contract. All such payments will be a final condition of release. Such liquidated damages may be deducted from terminal pay or any amounts held in escrow for July and August salary payments. This provision will not apply to a teacher who resigns due to verified medical illness or injury, or leaves the District at the end of the first semester.

Middleton-Cross Plains Area School District

Special Education Procedures

Autism Shadows

Autism shadows provide support to students in making the transition between home and school environments and ensuring consistency in approach. This consistency and continuity of programming and intervention strategies is critical to the success of these children. The autism shadow is an employee of the private agency and allowing a shadow to be present in a classroom is at the discretion of the individual teachers whose classrooms the child receives services in.

1. Role Delineation

The shadow may:

- a. Assist with the transition/integration of the child into the classroom.
- b. Observe things that the child is having difficulty with so these can be addressed in outside therapy and/or goal setting.
- c. Stand aside to observe if the child is doing well on his/her own or assist if this arrangement has been made with the school, teacher and/or paraprofessional.
- d. Prompt when necessary.
- e. Assist if the child is having a problem understanding something.
- f. Troubleshoot behavior problems as they arise.
- g. Describe to the teacher and EA what has been helpful in assisting the child in the home setting.
- h. Facilitate the child's activities and play with other children.
- i. Provide feedback to the autism support staff regarding the child's progress.

The shadow may not:

- a. Replace a teacher or paraprofessional position.
- b. Evaluate the performance of teachers or paraprofessionals.
- c. Interfere with the learning of other students or the ability of a staff member to perform his/her duties.

2. Procedure to Institute Autism Shadows

- a. An orientation meeting will be held to include the principal, student services coordinator or other district representative, a representative, primary classroom teacher, para-educators, parents and the autism shadow prior to any autism shadows begin attending with a student of the Middleton-Cross Plains Area School District.
- b. All criminal background checks and state health requirements must be completed PRIOR to the Autism shadow being present in the classroom.
- c. A schedule for the shadow visits will be created and agreed upon by those involved and submitted with this document for final approval. Prompt notice will be given for schedule changes with an opportunity for the teacher and coordinator to approve the changes.
- d. At any time if a teacher or staff member with a question or concern regarding an Autism shadow or the autism shadow program shall request a meeting to address those concerns. The Student Services Coordinator, Director of Student Services, and Autism agency representative may be included in discussions regarding resolution of the concerns presented. The staff member, representative, and administration will ultimately determine whether and under what conditions an autism shadow may continue to work within the classroom. All staff are encouraged to provide feedback on the Autism shadow program at any point in the school year.

AUTISM SHADOW ORIENTATION MEETING GUIDE

The Middleton-Cross Plains School District works collaboratively with agencies that support children with autism. The Autism Shadow orientation meeting is a time to facilitate a smooth introduction of shadows into our schools, clarify the role of the shadow, and answer any questions. The shadow must understand his/her role very clearly, and must understand that it is not their role to evaluate teachers. The points below will serve to clarify how autism shadows can effectively serve children in our schools. Attendees sign below after reviewing points 1-6.

1. Teachers and/or the district may accept or decline having shadows. Requests will be reviewed and approved on an individual basis.
2. If at any time a teacher or para-educator has questions or concerns, s/he shall request a meeting to address those concerns. A meeting with appropriate representative(s), administration, the teacher and the autism agency may be held. District administration, the classroom teacher, and their representative(s) will determine whether and under what conditions an autism shadow may continue to work within the classroom pending the results of that meeting.
3. The presence of the autism shadow will, in no way, interfere with the teacher's authority or ability to carry out his or her job.
4. Each party below will be invited to attend the orientation meeting:
 - a. Student Services Coordinator and/or Designee. If unable to attend, this individual will "sign off" on the agreement after the meeting, unless requested to attend by staff in writing;
 - b. Teacher representative if invited by teacher;
 - c. The primary classroom teacher. Other teachers who have been oriented to the program via a previous orientation meeting will not be required to attend further orientation meetings unless they request to be present;
 - d. Para-educators involved with the child as needed unless previously oriented;
 - e. The autism shadow individual. Their attendance at the orientation is mandatory.
 - f. The person organizing the meeting will notify all teachers and para-educators working with a student of the orientation meeting. Those teachers and para-educators not wishing to attend the orientation meeting will not be required to do so.
5. The autism shadow must fulfill background procedures and requirements PRIOR to the first day being present with the student at the school.
6. The District Rep will provide an Orientation Meeting Guide and the "Role of the Autism Shadow in the Classroom" document to each teacher and EA involved.
7. A schedule for the shadow visits will be created and agreed upon by those involved and submitted with this document for final approval. Prompt notice will be given for schedule changes with an opportunity for the teacher and coordinator to approve the changes.
8. Before the Shadow Program for this student can start, the Director of Student Services must return a signed copy of this form to the Student Services Coordinator.

Date of Meeting: _____ Student Name: _____ Grade: _____

Autism Shadow Name (Please Print): _____

Phone Number: _____

Shadow Representative _____

Other (specify affiliation title) _____

Teacher _____

Student Services Coordinator/Designee _____

Director-Student Services Approval _____ Date _____

APPENDICES

A – Administrative Policy 529: Administrative Protocol for Reporting; Employee Accident/Injury Report Form; Public School Works – Online Reporting

B – Administrative Policy 454: Child Abuse/Neglect Reporting

C – Administrative Policy 347: Student Records

D – Administrative Policy 533.1: Criminal Background Checks

E – Administrative Policy 723: Emergency/Crisis Management Plan and Drills

F – Administrative Policy 522.7: District Acceptable Use for Internet and Electronic Media/Devises for Staff

G – Administrative Policy 665: Fraud, Waste, and Abuse Prevention and Reporting

H – Administrative Policy 523.1: Staff Physical Examinations & Administrative Policy 523.2: Staff Communicable Diseases

I – Administrative Policy 526: Personnel Records

J – Breastfeeding Policy/Procedures

K – Basic True Time Punch In and Out Procedures for Hourly Employees

L – Administrative Policy 523.3: Employee Assistance Program & Employee Assistance Program Description Brochure

M – Skyward Employee Access Basic Instructions

N – Skyward Time Off Basic Instructions

O – Teachers On Call 24/7 AESOP Employee User Notes

P – Administrative Policy 511: Equal Opportunity Employment

Q – Administrative Policy 522.1: Drug-Free Workplace; Administrative Policy 522.11: Drug and Alcohol Use By Bus Drivers; Administrative Policy 831: Tobacco Use On School Premises

R – Administrative Policy 832: Weapons on School Premises

S – Administrative Policy 527: Staff Complaints and Grievances; Administrative Policy 512: Harassment

EMPLOYEE ACKNOWLEDGEMENT

(To be signed and returned to the Employee Services Department.)

I hereby acknowledge that it is my responsibility to access the Middleton-Cross Plains Area School District Employee Handbook online. My signature below indicates that I agree to read the Handbook and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in the "District Policies Manual" and in the District's Administrative Policies and Procedures Manual. The Board Policies Manual and Administrative Policies and Procedures can be located on the District's website at <http://www.mcpasd.k12.wi.us/our-district/about-district/policies-procedures>. The Employee Handbook can be found on the District's website under the heading "For Staff/Employee Group Language." The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this Handbook does not constitute an employment contract or alter my status as an at-will employee unless specifically addressed for those employees covered by an individual contract. I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. My signature on this form is acknowledgement that I agree that I am legally responsible for any fines or fees charged to the school District incurred by me (an example may be a traffic citation, e.g. a parking ticket, received as a result of my operation of a District motor vehicle) or reduction in salary for breach of contract. If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this Handbook, the contract shall govern with respect to that issue.

Printed Name

Signature

Date

(Employee Services will maintain this page in the employee's personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of no less than 7 years.)